DURANGO

SBA general ledger

REFERENCE MANUAL

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All information and specifications in this manual are current at the time of printing. However, because of Durango's policy of continual product improvement, we reserve the right to make changes at any time without notice.

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General Ledger Reference Manual (100335-001) Change History

Manual Revision	Software Supported Release.Version	ECO	Date	Description of Changes
A	1.3	107	08/31/79	Production Release

G E N E R A L L E D G E R
R E F E R E N C E M A N U A L

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SECTION 1
INTRODUCTION

SECTION I

GENERAL LEDGER

REFERENCE MANUAL

INTRODUCTION

The Small Business Applications System (SBA) provided by Durango Systems Incorporated consists of five independent packages. These packages are designed to ensure the ease, convenience, and accuracy of financial record-keeping for typical small businesses. These packages include:

- o Accounts Receivable
- o Invoicing with Sales Analysis and Inventory Control
- o Accounts Payable
- o Payroll
- o General Ledger

All sets of application programs (except Invoicing) can be installed for a customer independent of the other available packages. (Invoicing must be preceded by, and can only be used with, Accounts Receivable.) Thus, an integrated accounting system can be installed in phases, at a pace dictated by customer requirements and capacity for conversion of the company's existing system.

In general, the applications packages include such flexibility that they should handle most existing accounting methods without change - without being customized. However, programmers' documentation is available in this manual, for use at the dealer's discretion. This documentation includes the installation instructions, a User Guide, program flow charts, symbol tables, screen and report layouts, and programming standards.

Customers who want to design their own programs on the Durango F-85 can purchase the D-BASIC Reference Manual. The following table is a guide to the location of various types of information for programmers.

Guide to Documentation for D-BASIC Programming

1. Installing and operating the F-85	F-85 Operator's Manual
2. Sizing requirements for the applications software (also formatting diskettes and copying system diskettes)	General Ledger Manual "Section III"
3. List of program modules in the General Ledger Software Package	General Ledger Manual "Section III"
4. Utilities available on the Operating System Diskette	D-BASIC Reference Manual
5. Operating EDIT, FLS, FORMAT, COPYD, COPYC, AUTOSTART, LGO, AND FPRINT Utilities	D-BASIC Reference Manual

6. Error Code Tables	D-BASIC Reference Manual "Appendix"
7. Line number conventions for applications	General Ledger Manual "Section III"
8. Disk space requirements for applications	General Ledger Manual "Section III"
9. Flow diagrams of system logic in applications packages	General Ledger Manual "Section IV"
10. Symbol tables for applications	General Ledger Manual "Section V"
11. File definitions for applications	General Ledger Manual "Section VI"
12. Report formats and video displays in applications packages	General Ledger Manual "Section VII" and "Section VIII"

Each section of the General Ledger Reference Manual begins with its own Table of Contents. In each section, page numbers start with "1".

Section II, the User's Guide, is designed specifically for operators using the applications programs. It answers questions that new users are likely to have, and contains a brief description of each prompt that appears on the video screen. The sequence of the User Guide parallels the sequence of procedures as they are listed on the Master Menu. Each procedure description contains a short explanation of what the program does, an outline of what the operator does in response to each prompt, the prerequisites for the program, and any required subsequent operations.

After receiving a User Guide to accompany the General Ledger software, the operator does not need documentation from the Reference Manual. (Prior to using the software, of course, an operator should study the F-85 Operator's Manual.) The exception is the procedure for formatting diskettes. If the customer does not receive formatted diskettes, the customer needs a copy of the first two pages in Section 3, "System Notes".

Guide to the Durango F-85 for Operators of Applications Programs

1. Unpacking the Computer, turning it on, handling diskettes, inserting forms, adjusting screen	F-85 Operator's Manual "Installation Procedures"
2. Definition of Terms used in Manuals and User Guide	User Guide "Glossary"

3. Copying Data Diskettes	User Guide "Backup Diskette" Procedure
4. Using the keyboard	User Guide "General Data Entry Rules"
5. Instructions (entering accounting records, printing out reports)	User Guide "Operator's Instructions"

A unique feature of these software systems and documentation is that personnel can begin training right away, because the procedure for setting up and converting from the previous manual system is exactly like the procedure for daily use. Thus, during conversion, operators become familiar with system functions, and they will be efficient system users by the time conversion is completed.

The combination of complete programming documentation, access, extensive editing, audit trails, and close control of operator actions makes the Small Business Applications System an important business management tool for a wide range of small businesses as they grow. The capacity of the system will expand as the business prospers, eliminating obsolescence while continuing to produce the business reports and special management reports critical to all active enterprises.

SECTION 2
OPERATOR INSTRUCTIONS

Your Company Name and Address

STUB NO.

OUR REF. NO.	YOUR INV. NO.	INV. DATE	INVOICE AMOUNT	AMOUNT PAID	DISCOUNT TAKEN	NET CHECK AMOUNT

CONTROL NO.	CHECK DATE

YOUR COMPANY NAME

CHECK NO. 11008

CHECK AMOUNT

PAY
TO THE
ORDER OF

VOID

SECTION 7
VIDEO DISPLAYS

SECTION 7
VIDEO DISPLAYS

SECTION VII

VIDEO DISPLAY FORMATS

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VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Main Menu

Display Screen: 80 X 24

```
ACCOUNTS RECEIVABLE

PLEASE SELECT APPLICATION  XX

     1. CUSTOMER FILE MAINTENANCE                  10. PRINT MONTHLY SALES SUMMARY

     2. SALESMAN FILE MAINTENANCE                  11. PRINT MONTHLY CASH SUMMARY

     3. SALES ENTRY AND EDITING                    12. CLEAR MONTH-TO-DATE SALES & COST

     4. CASH RECEIPTS ENTRY AND EDITING            13. CLEAR YEAR-TO-DATE SALES & COST

     5. PRINT A/R AGED TRIAL BALANCE               14. CALCULATE FINANCE CHARGES

     6. APPLY OPEN CREDIT                          15. PRINT COMMISSIONS DUE REPORT

     7. CRT ACCOUNT INQUIRY                        16. DISPLAY TOTAL A/R

     8. PRINT STATEMENTS                           17. BACKUP DISKETTE

     9. PURGE A/R OPEN ITEM FILE                   18. INITIALIZE A/R SYSTEM
```

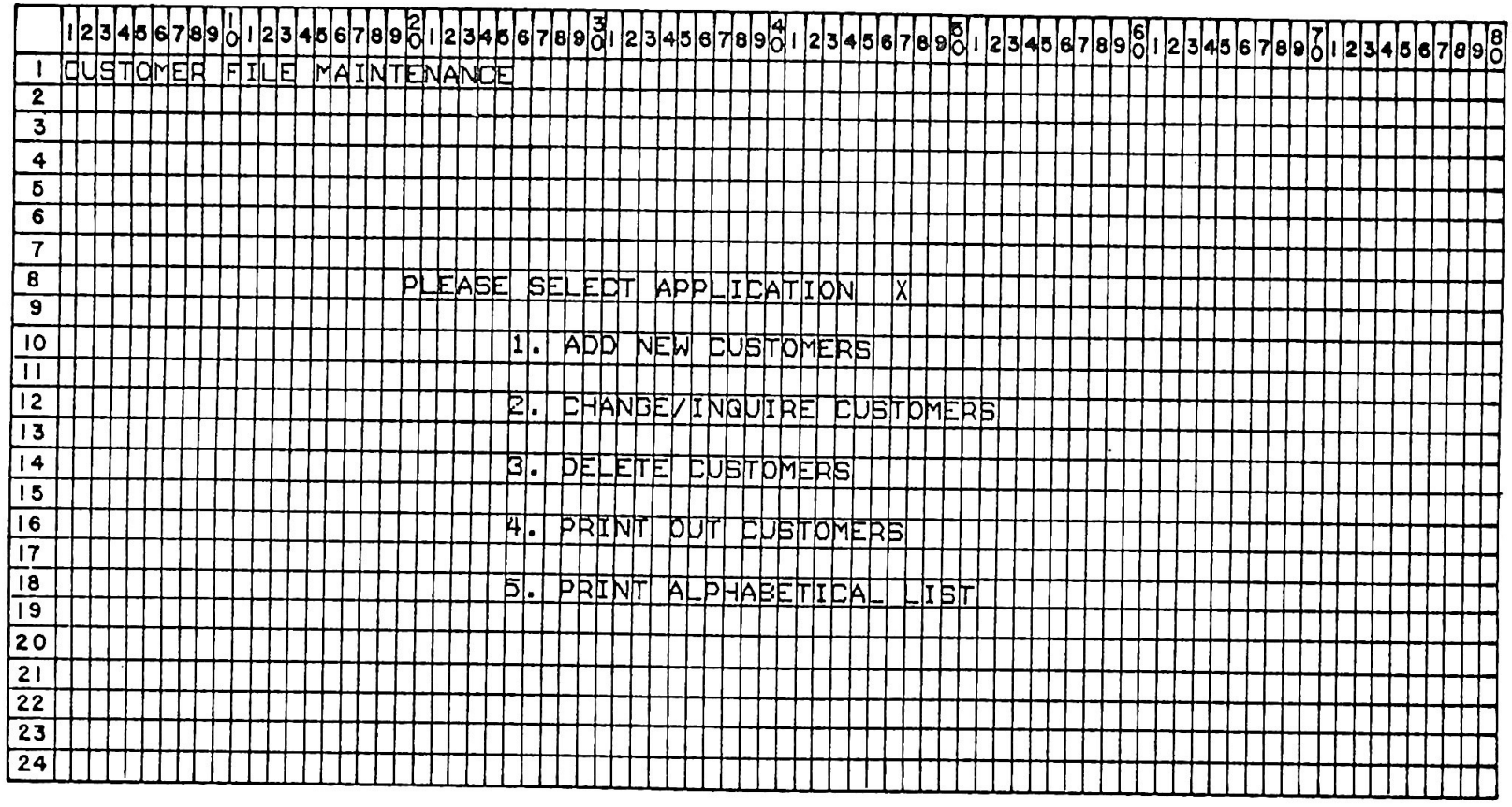
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Customer File Maintenance

Display Screen: 80 X 24



VIDEO DISPLAY UNIT FORMAT

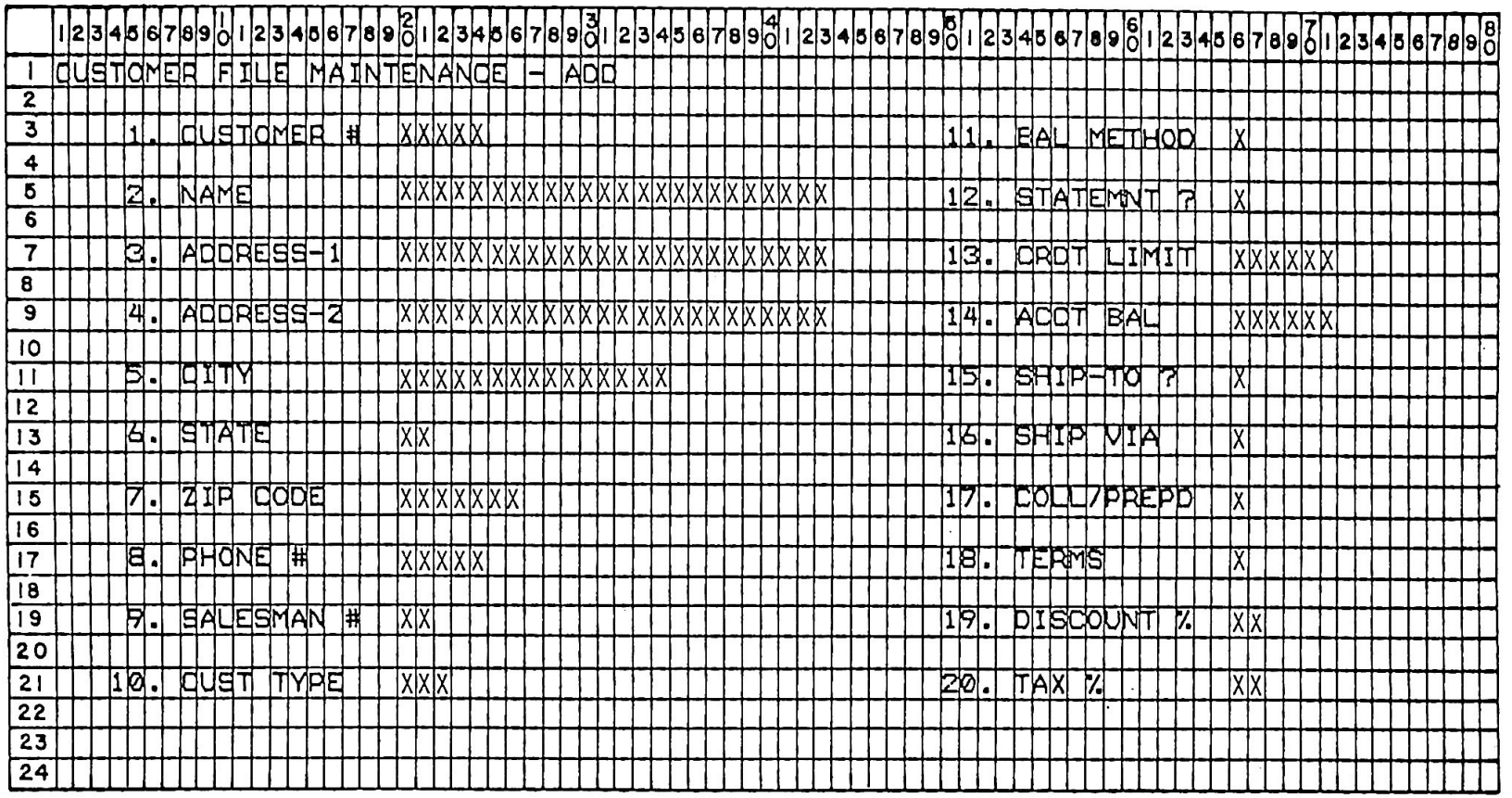
A / R

D-BASIC
Release: 001
Date 12/15/78

Customer File Maintenance

Add

Display Screen: 80 X 24



REMARKS: Line 22 is used to display submenus (from disk) for items 16 and 8

VIDEO DISPLAY UNIT FORMAT

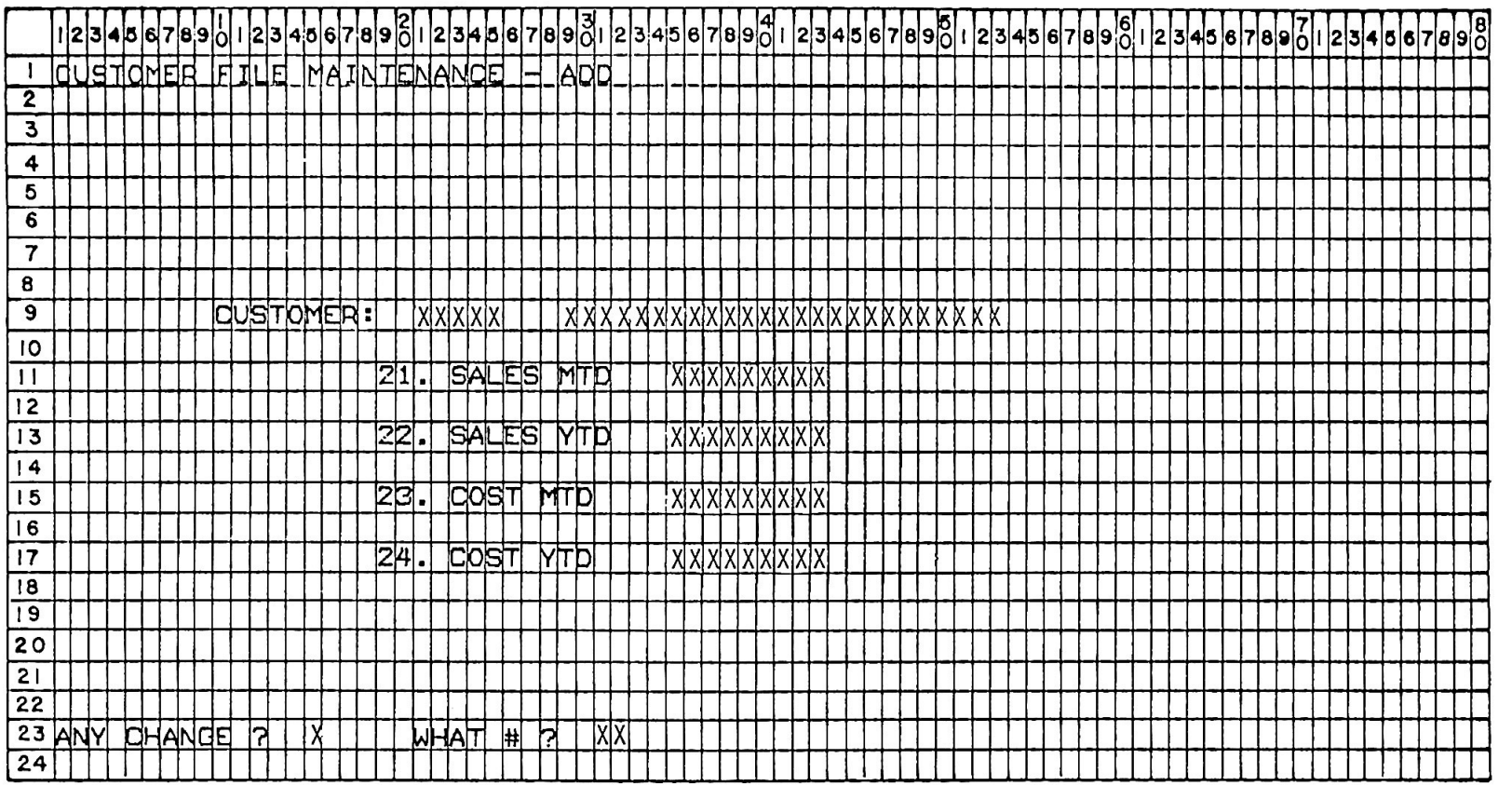
A / R

D-BASIC
Release: 001
Date 12/15/78

Customer File Maintenance

Add

Display Screen: 80 X 24


CUSTOMER FILE MAINTENANCE - ADD
CUSTOMER: XXXXX XXXXXXXXXXXXXXXXXXXXXX
21. SALES MTD XXXXXXXXX
22. SALES YTD XXXXXXXXX
23. COST MTD XXXXXXXXX
24. COST YTD XXXXXXXXX
ANY CHANGE ? X WHAT # ? XX

VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Customer File Maintenance

Change/Inquire

Display Screen: 80 X 24

```
CUSTOMER FILE MAINTENANCE - CHANGE/INQUIRE

   *1. CUSTOMER #      XXXXX                    11. BAL METHOD     X
    2. NAME            XXXXXXXXXXXXXXXXXXXXX    12. STATEMNT ?     X
    3. ADDRESS-1       XXXXXXXXXXXXXXXXXXXXX    13. CRDT LIMIT     XXXXXX
    4. ADDRESS-2       XXXXXXXXXXXXXXXXXXXXX    14. ACCT BAL       XXXXXX
    5. CITY            XXXXXXXXXXXXXXXXX        15. SHIP-TO ?      X
    6. STATE           XX                       16. SHIP VIA       X
    7. ZIP CODE        XXXXXXX                  17. COLL/PREPD     X
    8. PHONE #         XXXXXXXXXXXX             18. TERMS          X
    9. SALESMAN #      XX                       19. DISCOUNT %     XX
   10. CUST TYPE       XXX                      20. TAX %          XX
```

REMARKS: Line 22 is used to display submenus (from disk) for items 16 and 18

VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Customer File Maintenance

Delete

Display Screen: 80 X 24

```
CUSTOMER FILE MAINTENANCE - DELETE

   *1. CUSTOMER #    XXXXX                    11. BAL METHOD    X

    2. NAME          XXXXXXXXXXXXXXXXXXXXX    12. STATEMNT ?    X

    3. ADDRESS-1     XXXXXXXXXXXXXXXXXXXXX    13. CRDT LIMIT    XXXXXXX

    4. ADDRESS-2     XXXXXXXXXXXXXXXXXXXXX    14. ACCT BAL      XXXXXXX

    5. CITY          XXXXXXXXXXXXXXX          15. SHIP-TO ?     X

    6. STATE         XX                       16. SHIP VIA      X

    7. ZIP CODE      XXXXXXX                  17. COLL/PREPD    X

    8. PHONE #       XXXXXXXXXX               18. TERMS         X

    9. SALESMAN #    XX                       19. DISCOUNT %    XX

   10. CUST TYPE     XXX                      20. TAX %         XX

RIGHT CUSTOMER ?  X
```

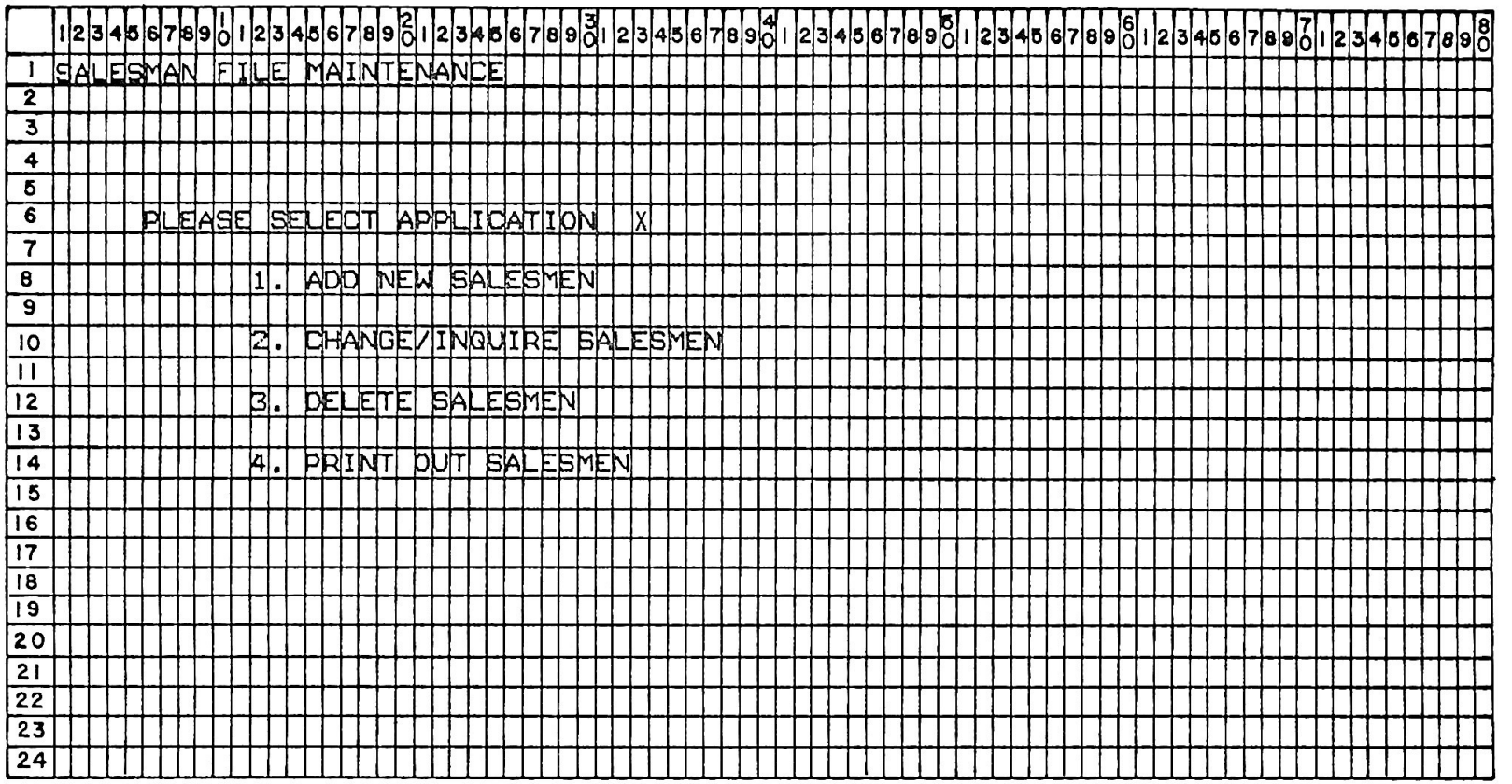
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Saleman File Maintenance

Display Screen: 64 X 16



VIDEO DISPLAY UNIT FORMAT

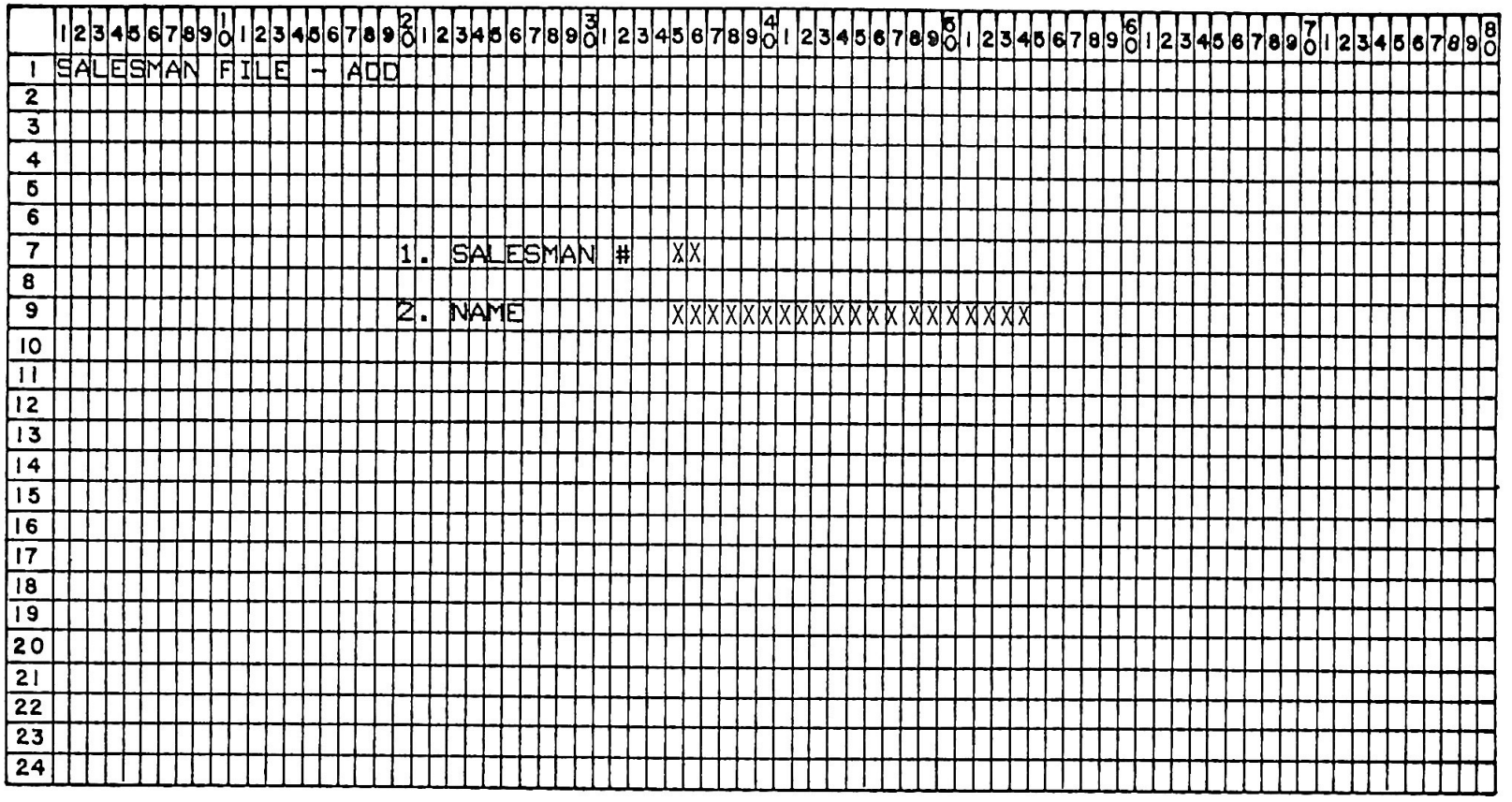
A / R

D-BASIC
Release: 001
Date 12/15/78

Salesman File

Add

Display Screen: 64 X 16



VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Salesman File

Change/Inquire

Display Screen: 64 X 16

```
SALESMAN FILE - CHANGE/INQUIRE

          *1. SALESMAN #    XX

              2. NAME       XXXXXXXXXXXXXXXXXXXX

ANY CHANGE ?  X
```

VIDEO DISPLAY UNIT FORMAT

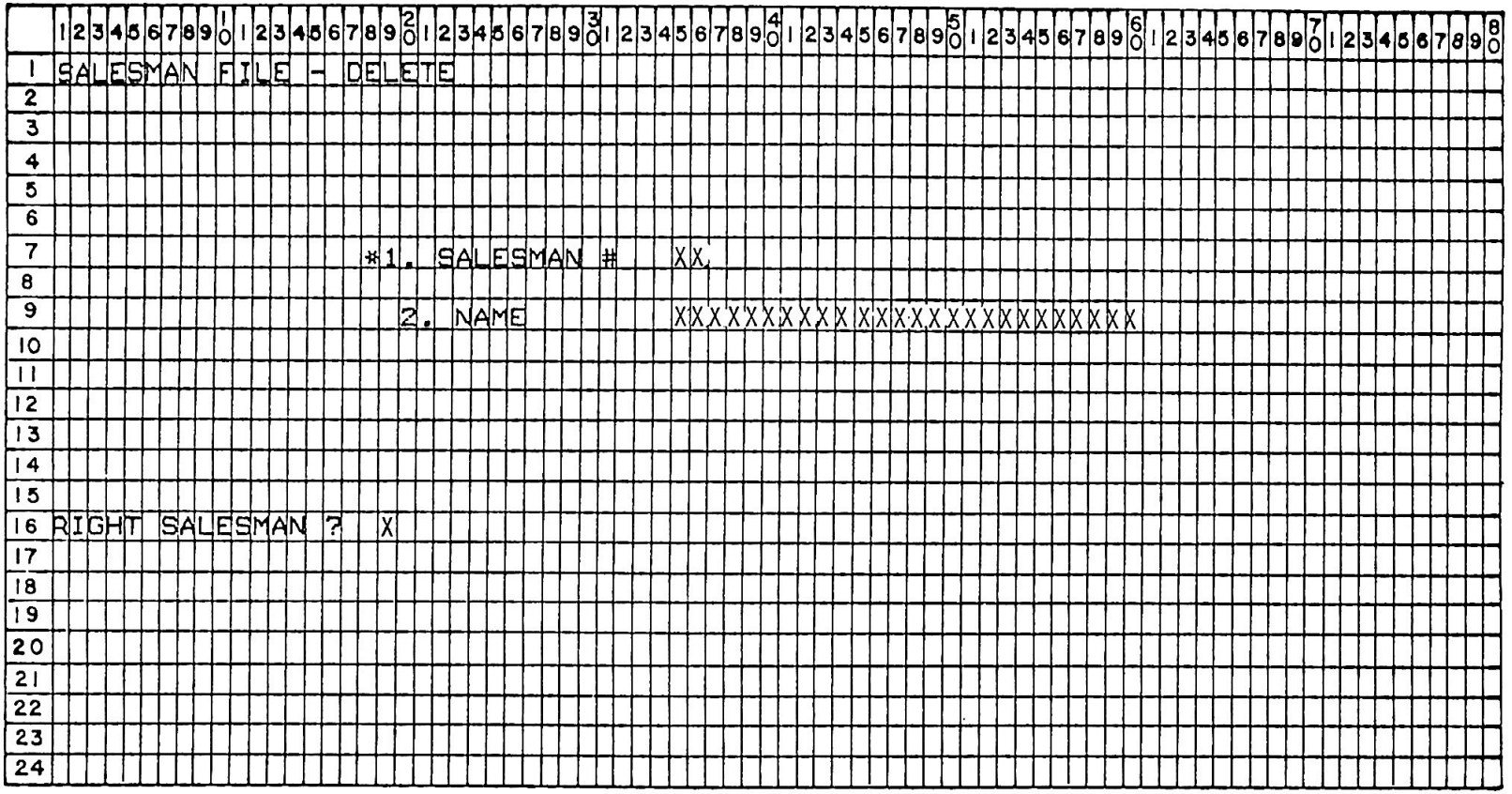
A / R

D-BASIC
Release: 001
Date 12/15/78

Salesman File

Delete

Display Screen: 64 X 16



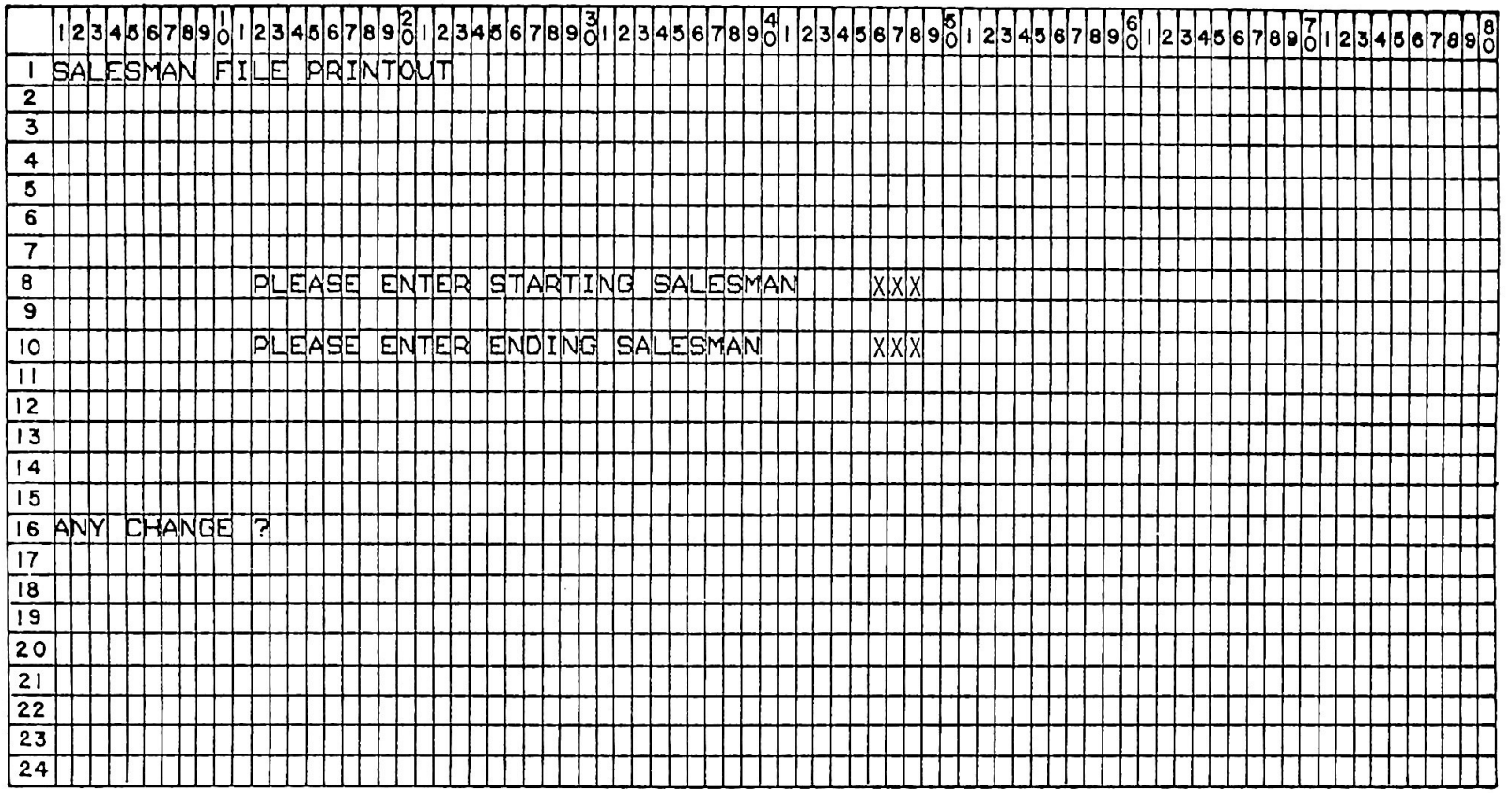
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Salesman File Printout

Display Screen: 64 X 16



VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Sales and CR/DR Memo Entry

Display Screen: 64 X 16

```
SALES AND CR/DR MEMO ENTRY

          PLEASE SELECT APPLICATION     X

                1. ENTER (ADD) NEW TRX

                2. CHANGE EXISTING TRX

                3. DELETE EXISTING TRX

                4. PRINT TRX EDIT LIST

                5.  PRINT JOURNAL & POST
```

VIDEO DISPLAY UNIT FORMAT

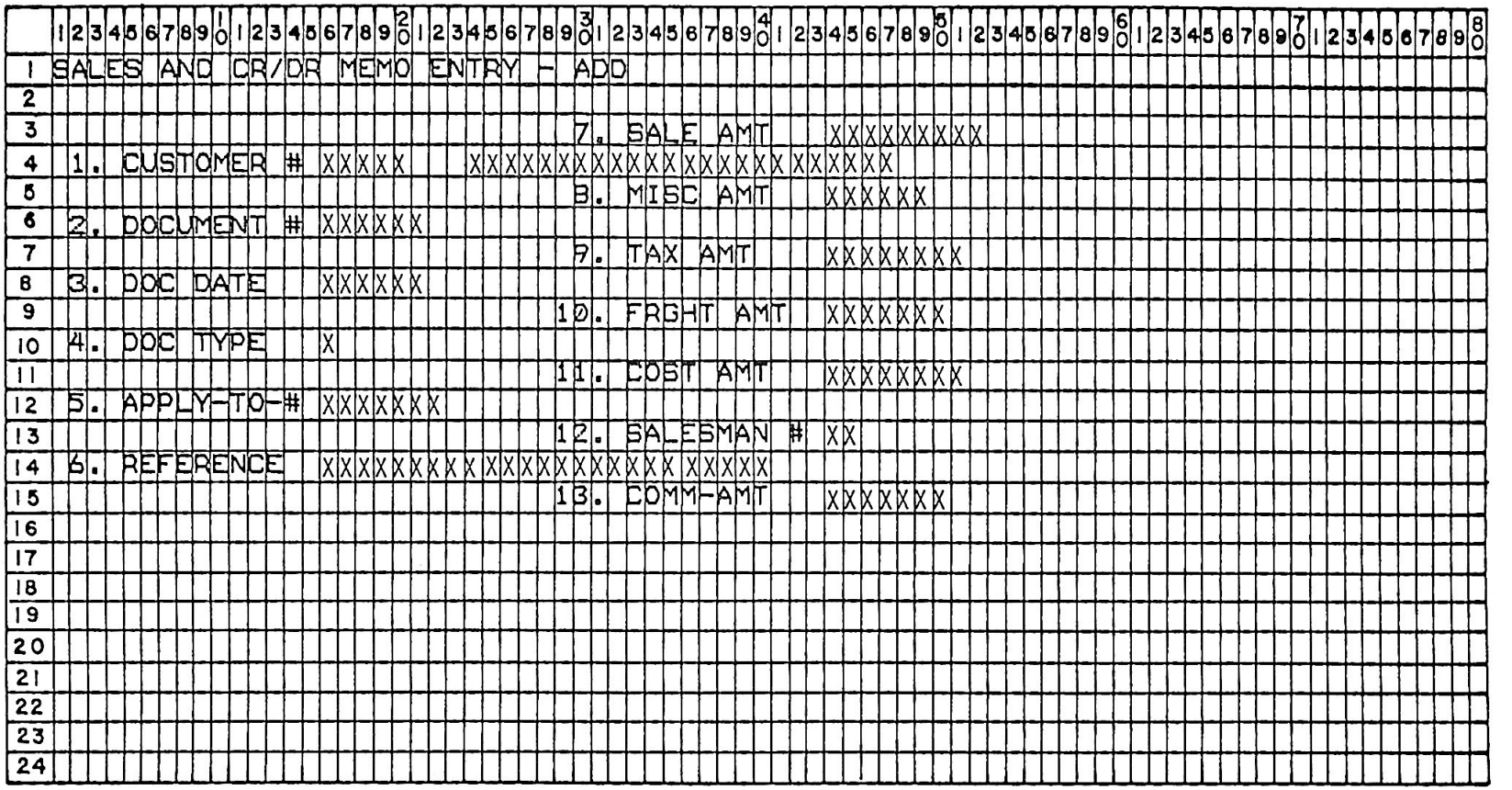
A / R

D-BASIC
Release: 001
Date 12/15/78

Sales and CR/DR Memo Entry

Add

Display Screen: 64 X 16


SALES AND CR/DR MEMO ENTRY - ADD
1. CUSTOMER # XXXXX
2. DOCUMENT # XXXXXX
3. DOC DATE XXXXXX
4. DOC TYPE X
5. APPLY-TO-# XXXXXXX
6. REFERENCE XXXXXXXXXXXXXXXXXXXXXXXX
7. SALE AMT XXXXXXXXX
8. MISC AMT XXXXXX
9. TAX AMT XXXXXXXX
10. FRGHT AMT XXXXXXX
11. COST AMT XXXXXXXX
12. SALESMAN # XX
13. COMM-AMT XXXXXXX

REMARKS: Sub menu on line #22 appears before and disappears after item #4. Default to document # is next sequential #. Default on date is previous date. Default on type is "I".

VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Sales and CR/DR Memo Entry

Change/Inquire

Display Screen: 64 X 16

```
SALES AND CR/DR MEMO ENTRY - CHANGE/INQUIRE

                                    7. SALE AMT     XXXXXXXXX
*1. CUSTOMER # XXXXX     XXXXXXXXXXXXXXXXXXXXXXXX
                                    8. MISC AMT     XXXXXXX
*2. DOCUMENT # XXXXXX
                                    9. TAX AMT      XXXXXXXX
*3. DOC DATE   XXXXXX
                                    10. FRGHT AMT   XXXXXXX
*4. DOC TYPE   X
                                    11. COST AMT    XXXXXXXXX
*5. APPLY-TO-# XXXXXXX
                                    12. SALESMAN #  XX
 6. REFERENCE  XXXXXXXXXXXXXXXXXXXXXXXXX
                                    13. COMM-AMT    XXXXXXX
I = INVOICE   C = CR MEMO   D = DR MEMO   F = FIN CHG
```

REMARKS: Sub menu on line #16 appears before and disappears after item #4. Default to document # is next sequential #. Default on date is previous date. Default on type is "I".

VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Sales and CR/DR Memo Entry

Delete

Display Screen: 64 X 16

```
SALES AND CR/DR MEMO ENTRY - DELETE

                                        7. SALE AMT      XXXXXXXXX
*1. CUSTOMER #  XXXXXXXXXXXX XXXXXXXXXXXXXXXXXX
                                        8. MISC AMT      XXXXXXX
*2. DOCUMENT #  XXXXXX
                                        9. TAX AMT       XXXXXXXX
*3. DOC DATE    XXXXXX
                                        10. FRGHT AMT    XXXXXXX
*4. DOC TYPE    X                       TOTAL =
                                        11. COST AMT     XXXXXXXXX
*5. APPLY-TO-#  XXXXXX
                                        12. SALESMAN #   XX
 6. REFERENCE   XXXXXXXXXXXX XXXXXXXXXXXXXX
                                        13. COMM-AMT     XXXXXXX
RIGHT TRX ?
```

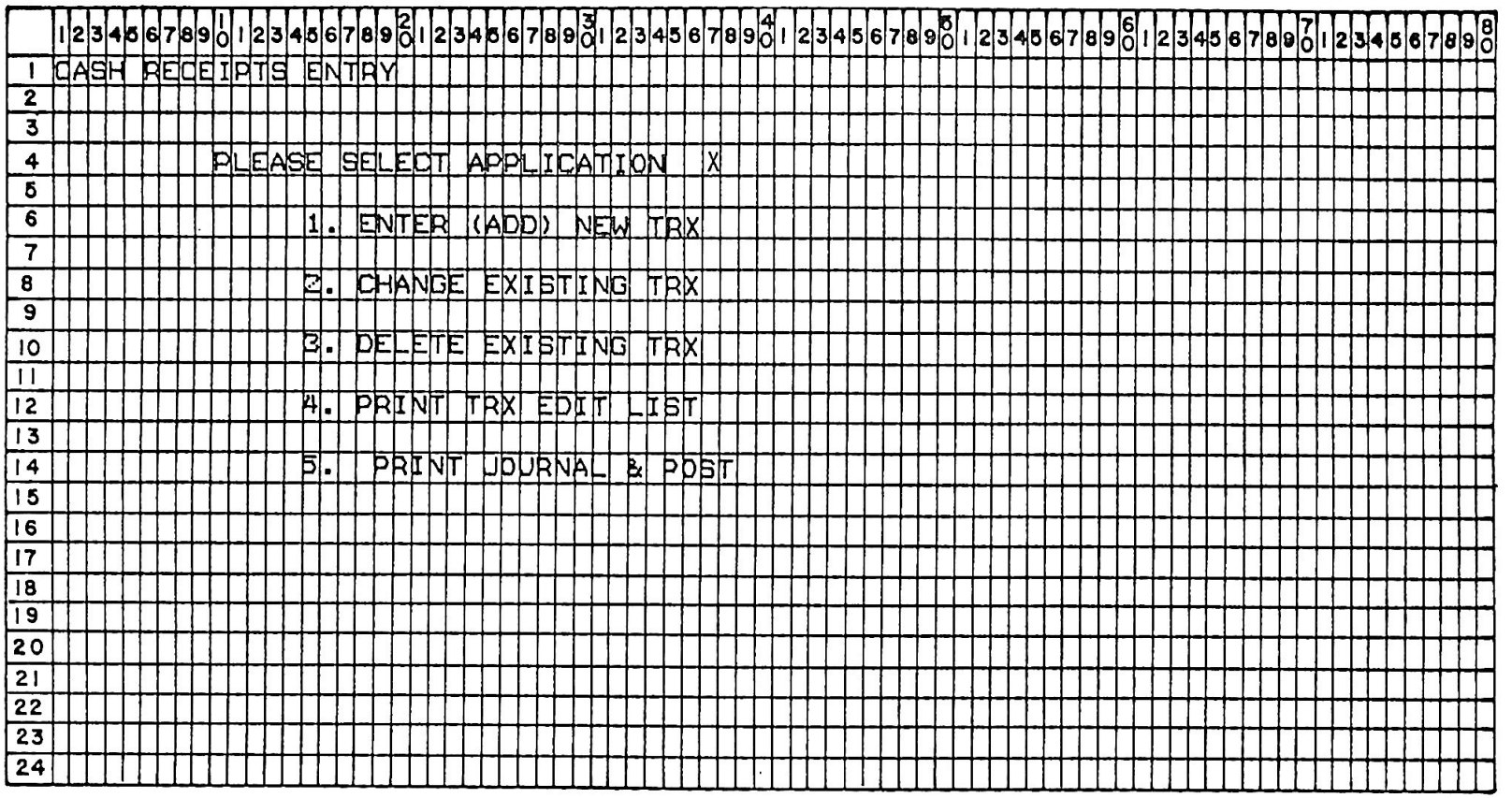
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Cash Receipts Entry

Display Screen: 64 X 16


CASH RECEIPTS ENTRY
PLEASE SELECT APPLICATION X
1. ENTER (ADD) NEW TRX
2. CHANGE EXISTING TRX
3. DELETE EXISTING TRX
4. PRINT TRX EDIT LIST
5. PRINT JOURNAL & POST

VIDEO DISPLAY UNIT FORMAT

A / R

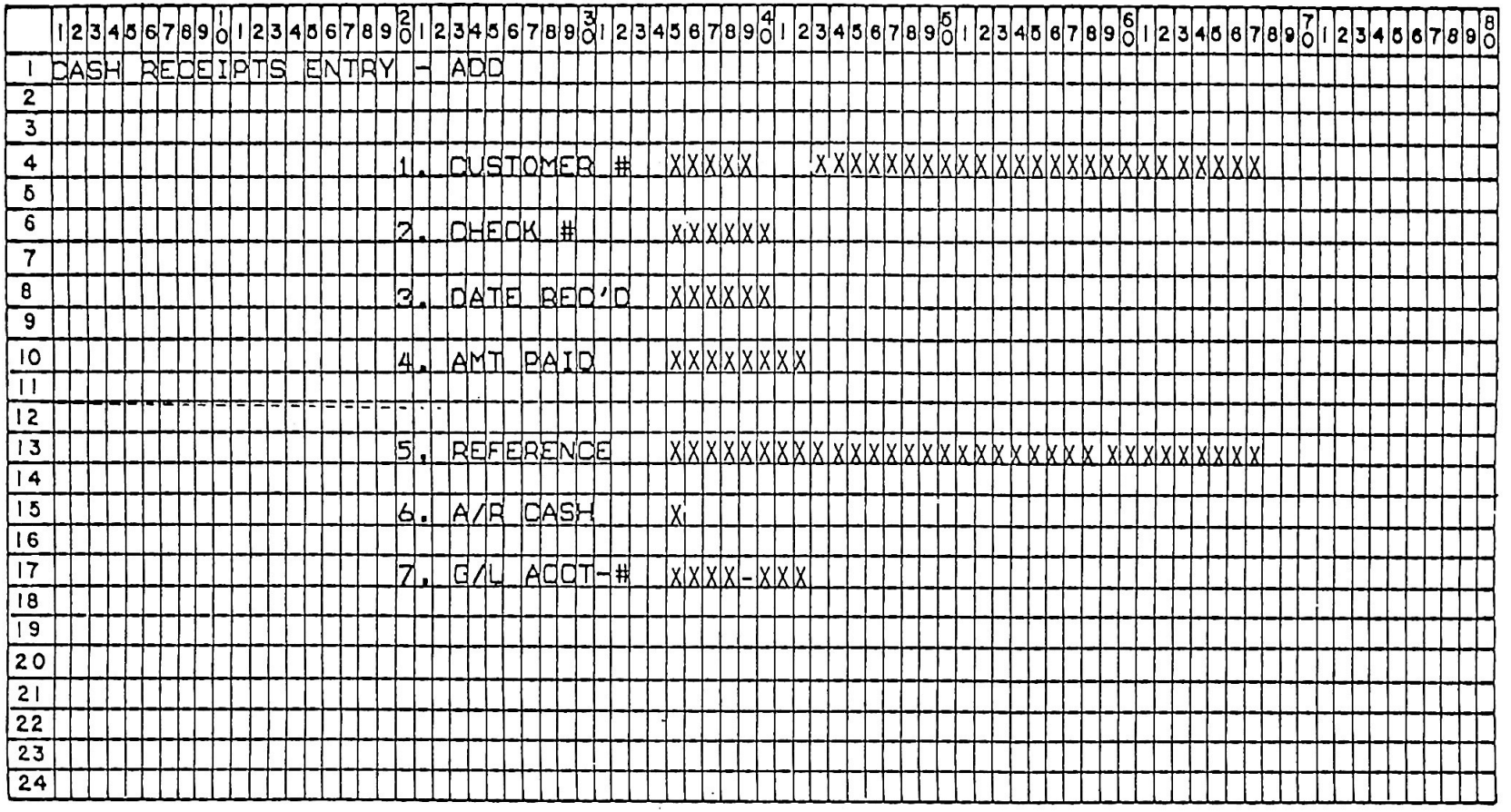
D-BASIC
Release: 001
Date 12/15/78

Cash Receipts Entry

Add

Display Screen: 80 X 24

Balance Forward Customer


CASH RECEIPTS ENTRY - ADD
1. CUSTOMER # XXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXX
2. CHECK # XXXXXX
3. DATE REC'D XXXXXX
4. AMT PAID XXXXXXXX
5. REFERENCE XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
6. A/R CASH X
7. G/L ACCT-# XXXX-XXX

REMARKS: Add mode for Balance Forward Customers. Default #6 to "Y". Item #7 only appears if #6 is "N" (non A/R cash).

VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Cash Receipts

Change/Inquire

Display Screen: 80 X 24

```
CASH RECEIPTS - CHANGE/INQUIRE

          *1. CUSTOMER #   XXXXX    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          *2. CHECK #      XXXXXX
           3. DATE REC'D   XXXXXX
           4. AMT PAID     XXXXXXXX
           5. DISC ALLOW   X
              TOTAL CR =
           6. REFERENCE    XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          *7. APPLY-TO-#   XXXXXX
           8. A/R CASH ?   X
           9. G/L ACCT-#   XXXX-XXX
ANY CHANGE ?
```

VIDEO DISPLAY UNIT FORMAT

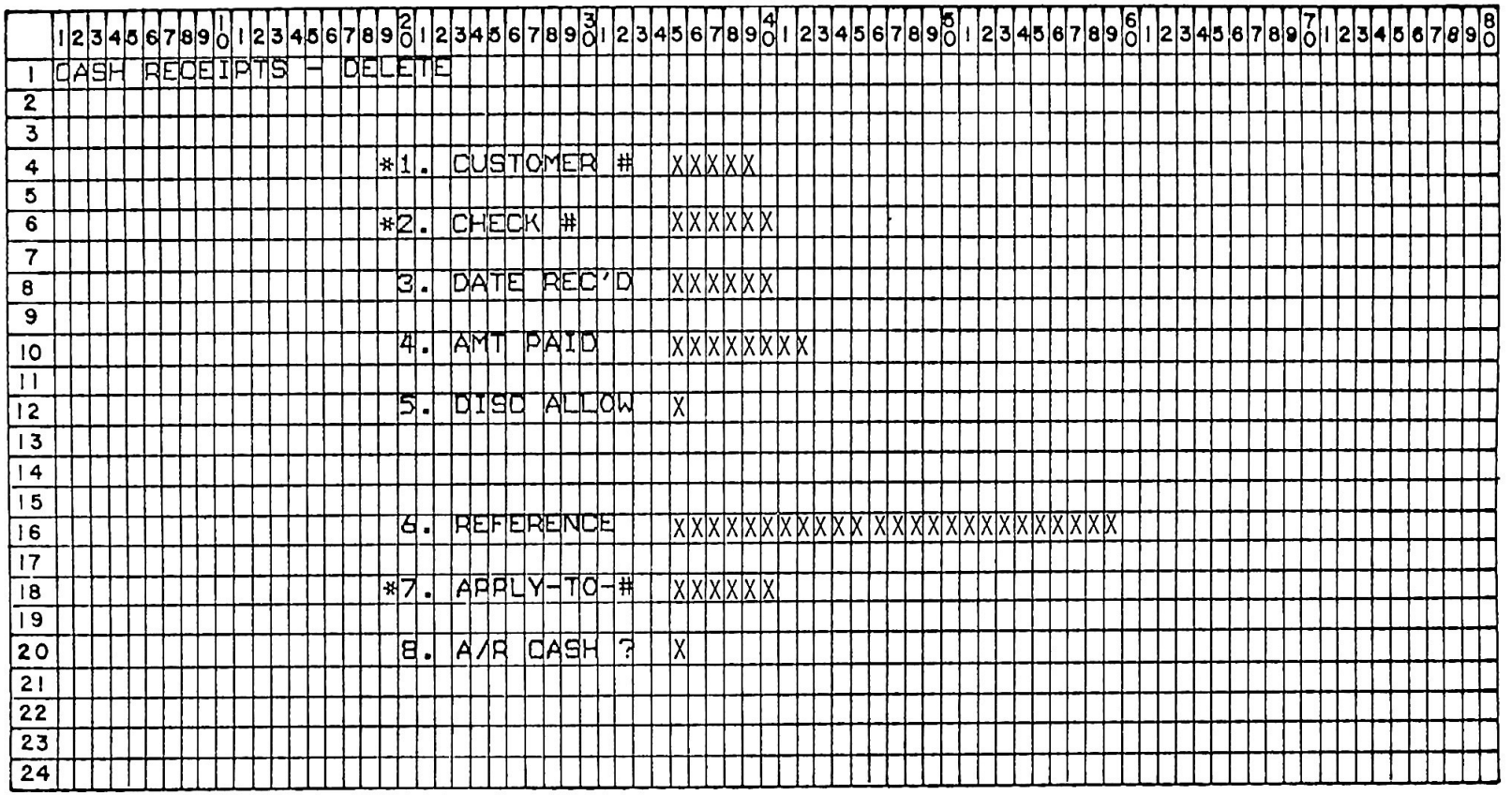
A / R

D-BASIC
Release: 001
Date 12/15/78

Cash Receipts

Delete

Display Screen: 80 X 24


CASH RECEIPTS - DELETE
*1. CUSTOMER # XXXXX
*2. CHECK # XXXXXX
3. DATE REC'D XXXXXX
4. AMT PAID XXXXXXXX
5. DISC ALLOW X
6. REFERENCE XXXXXXXXXXX XXXXXXXXXXXXXX
*7. APPLY-TO-# XXXXXX
8. A/R CASH ? X

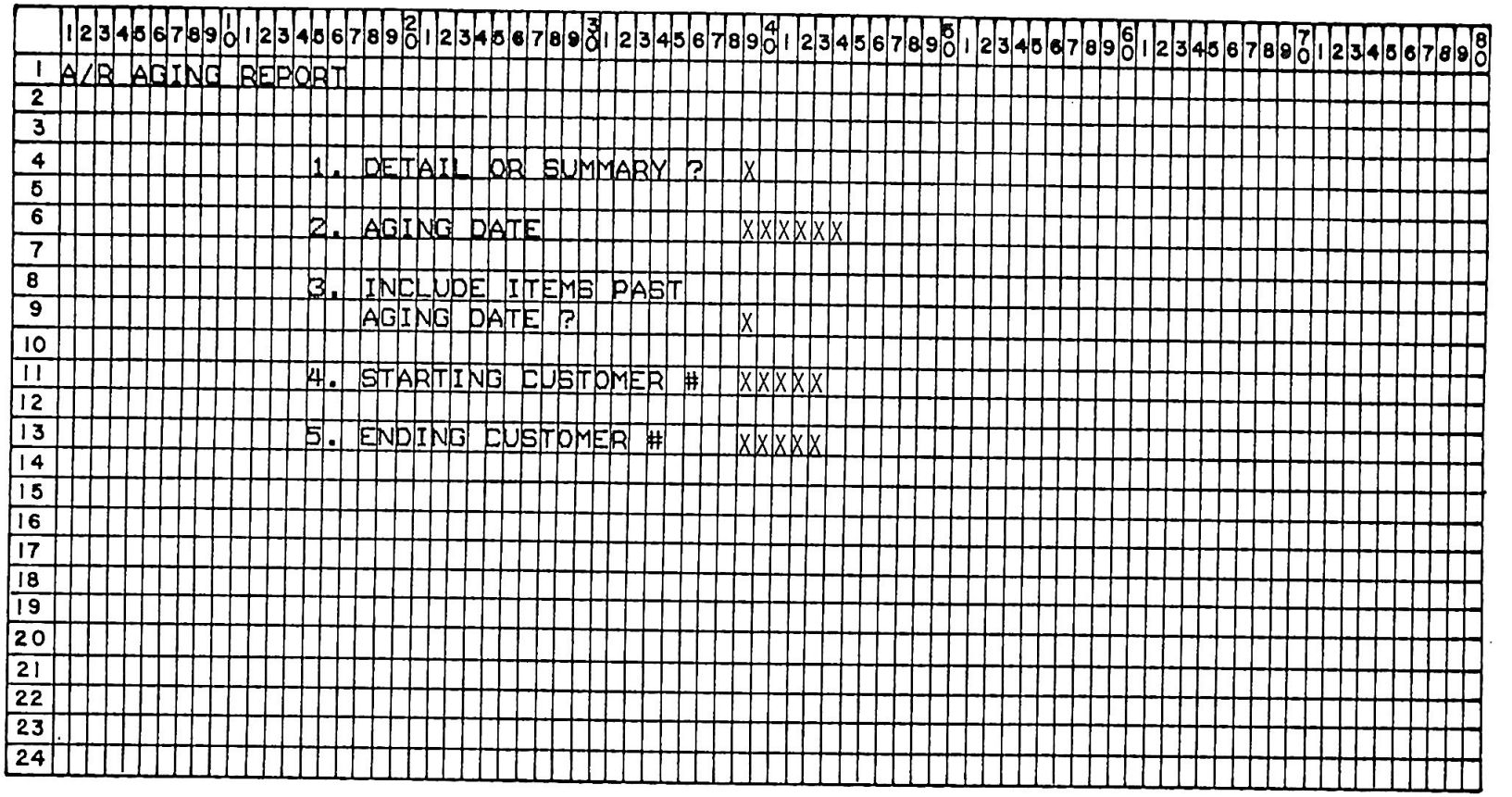
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

A/R Aging Report

Display Screen: 64 X 16


A/R AGING REPORT
1. DETAIL OR SUMMARY ? X
2. AGING DATE XXXXXX
3. INCLUDE ITEMS PAST
AGING DATE ? X
4. STARTING CUSTOMER # XXXXX
5. ENDING CUSTOMER # XXXXX

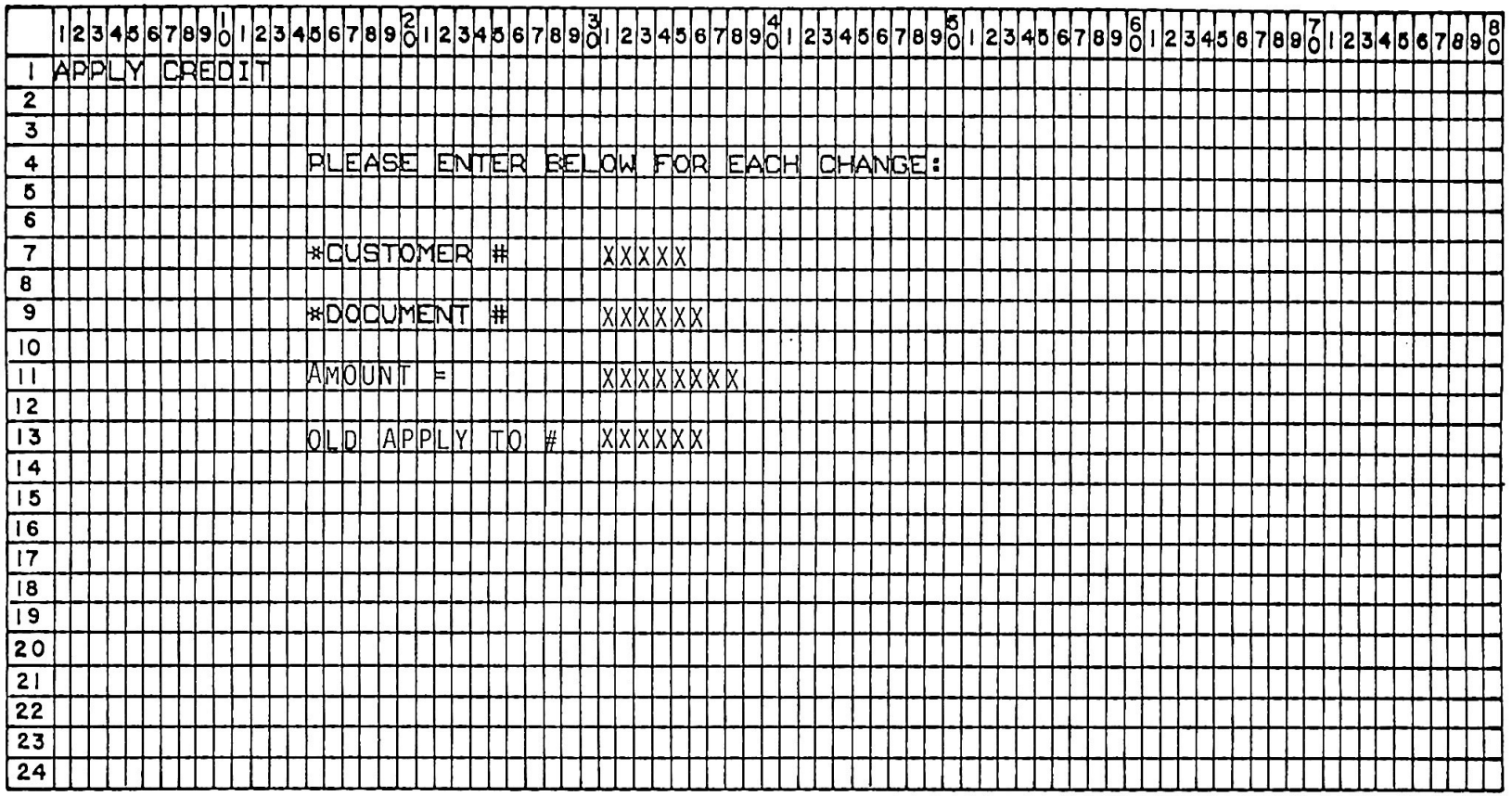
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Apply Credit

Display Screen: 64 X 16



REMARKS: Lines 7 and 9 appear first; after entries are made lines 11 and 13 appear.

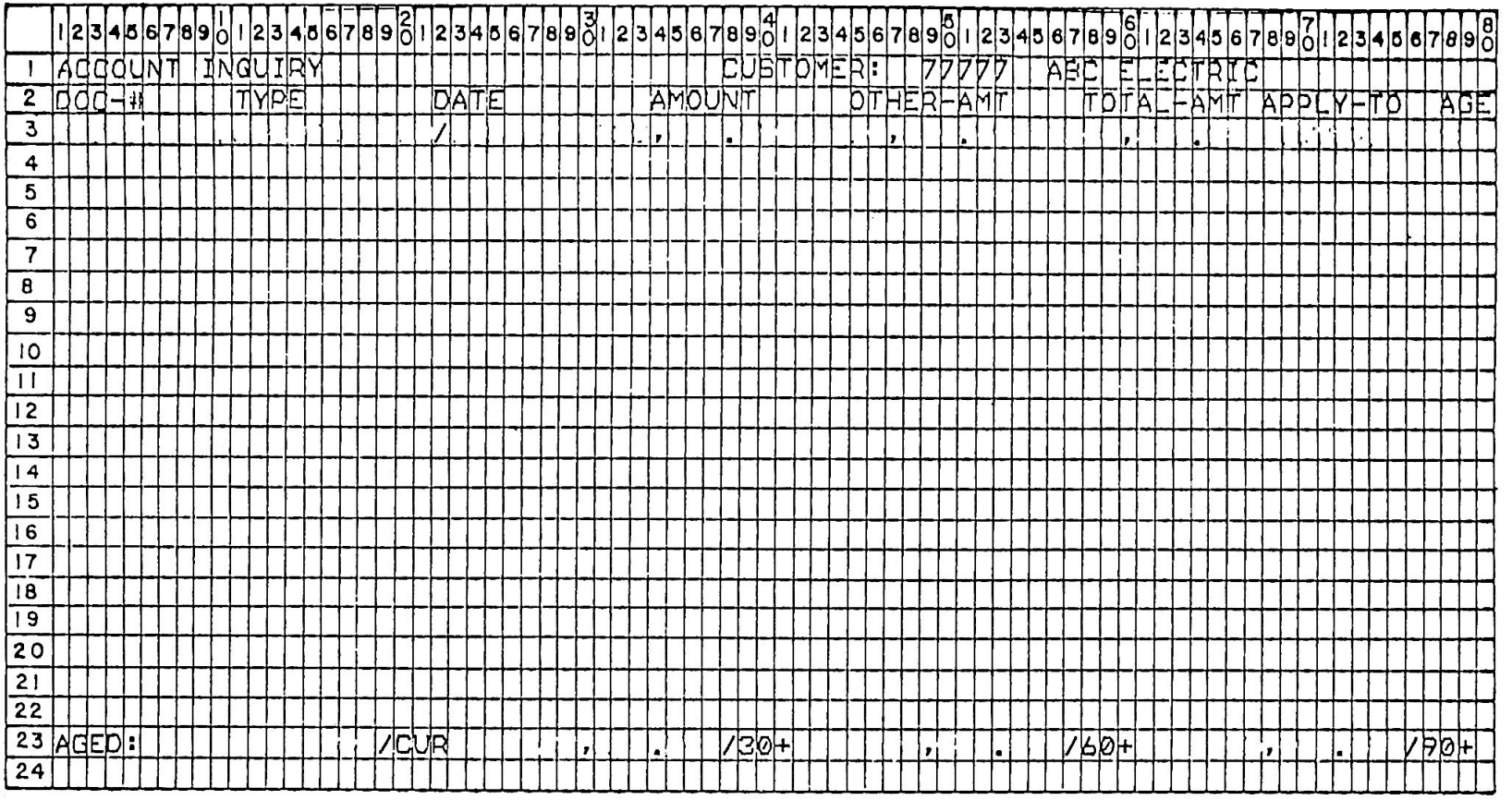
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Account Inquiry

Display Screen: 80 X 24



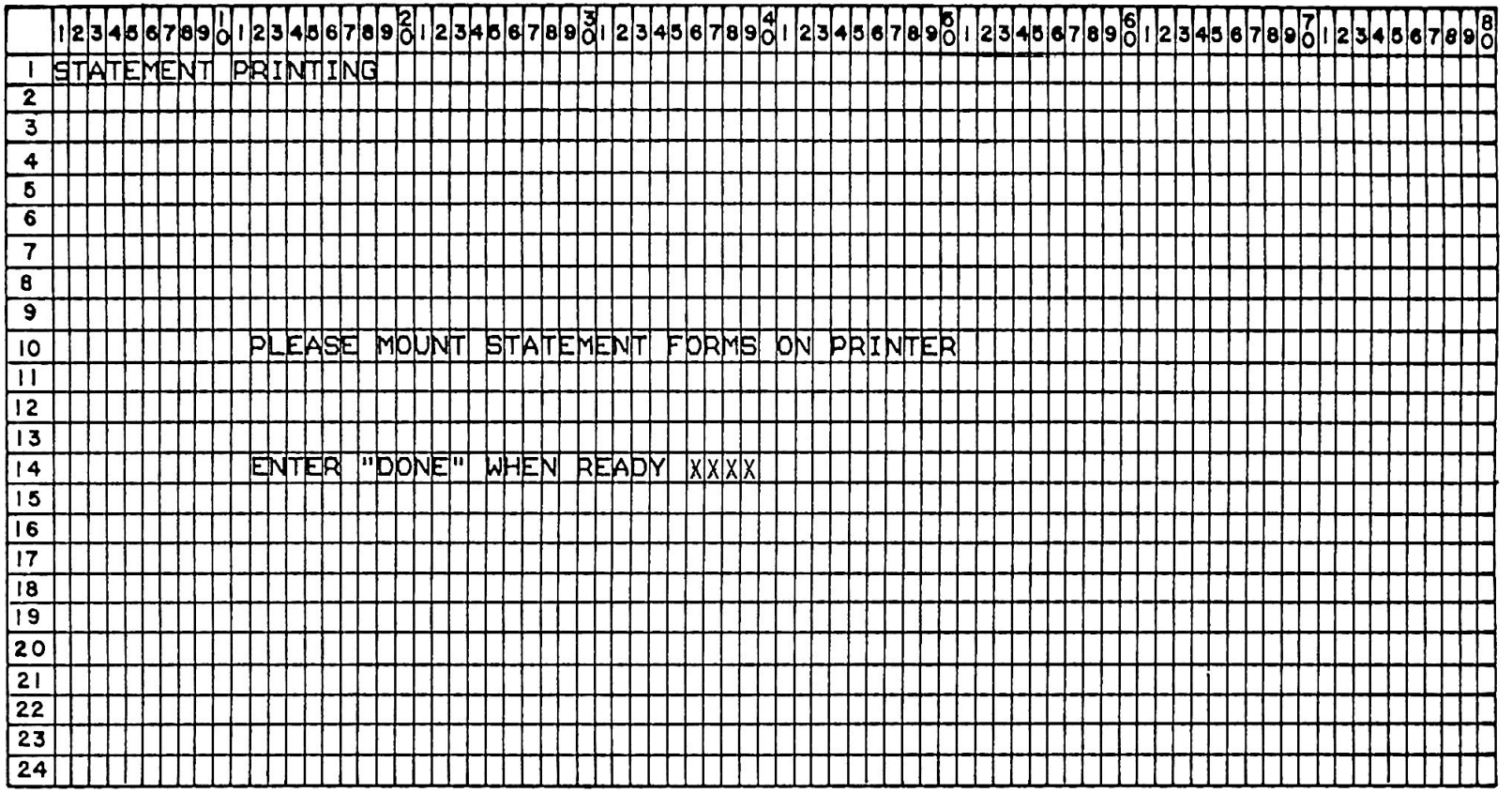
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Statement Printing

Display Screen: 64 X 16



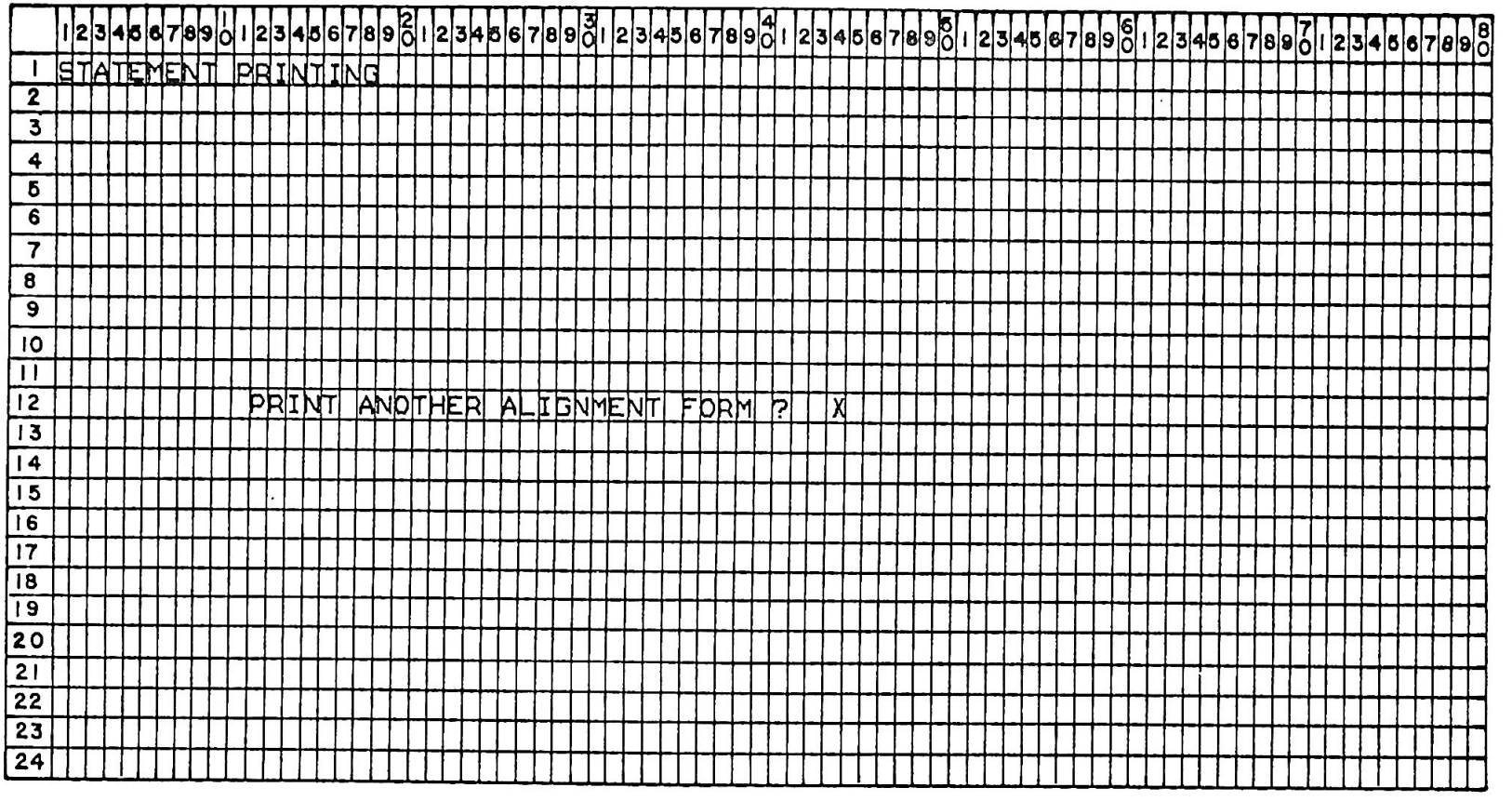
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Statement Printing

Display Screen: 64 X 16



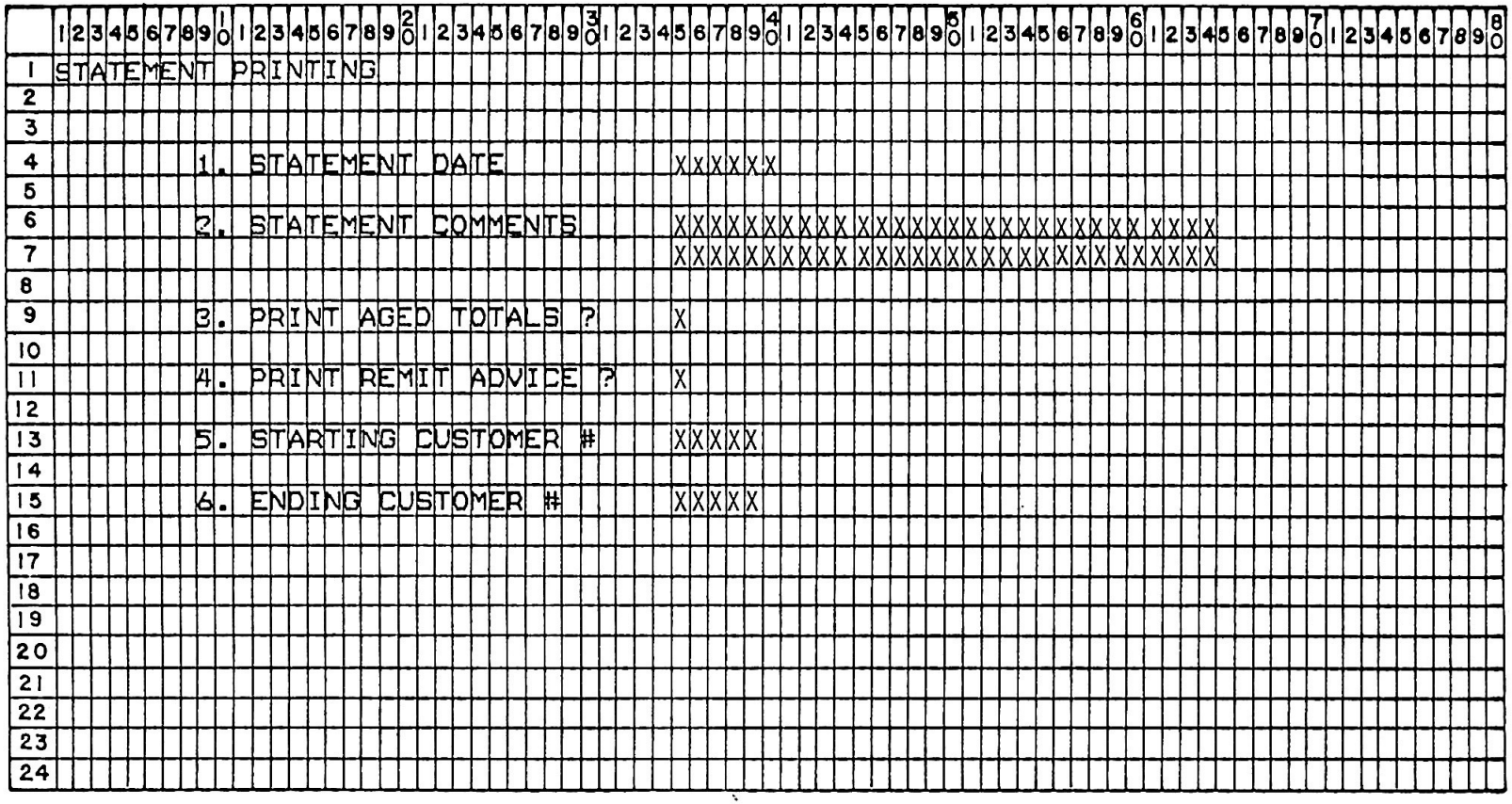
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Statement Printing

Display Screen: 64 X 16


STATEMENT PRINTING
1. STATEMENT DATE XXXXXX
2. STATEMENT COMMENTS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
3. PRINT AGED TOTALS ? X
4. PRINT REMIT ADVICE ? X
5. STARTING CUSTOMER # XXXXX
6. ENDING CUSTOMER # XXXXX

VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Purge A/R Open Item File

Display Screen: 64 X 16

```
    1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50 1 2 3 4 5 6 7 8 9 60 1 2 3 4 5 6 7 8 9 70 1 2 3 4 5 6 7 8 9 80
 1  PURGE A/R OPEN ITEM FILE
 2
 3
 4
 5
 6
 7
 8
 9
10                  PLEASE ENTER PURGE CUT-OFF DATE  XXXXXX
11
12
13
14
15
16
17
18
19
20
21
22
23
24
```

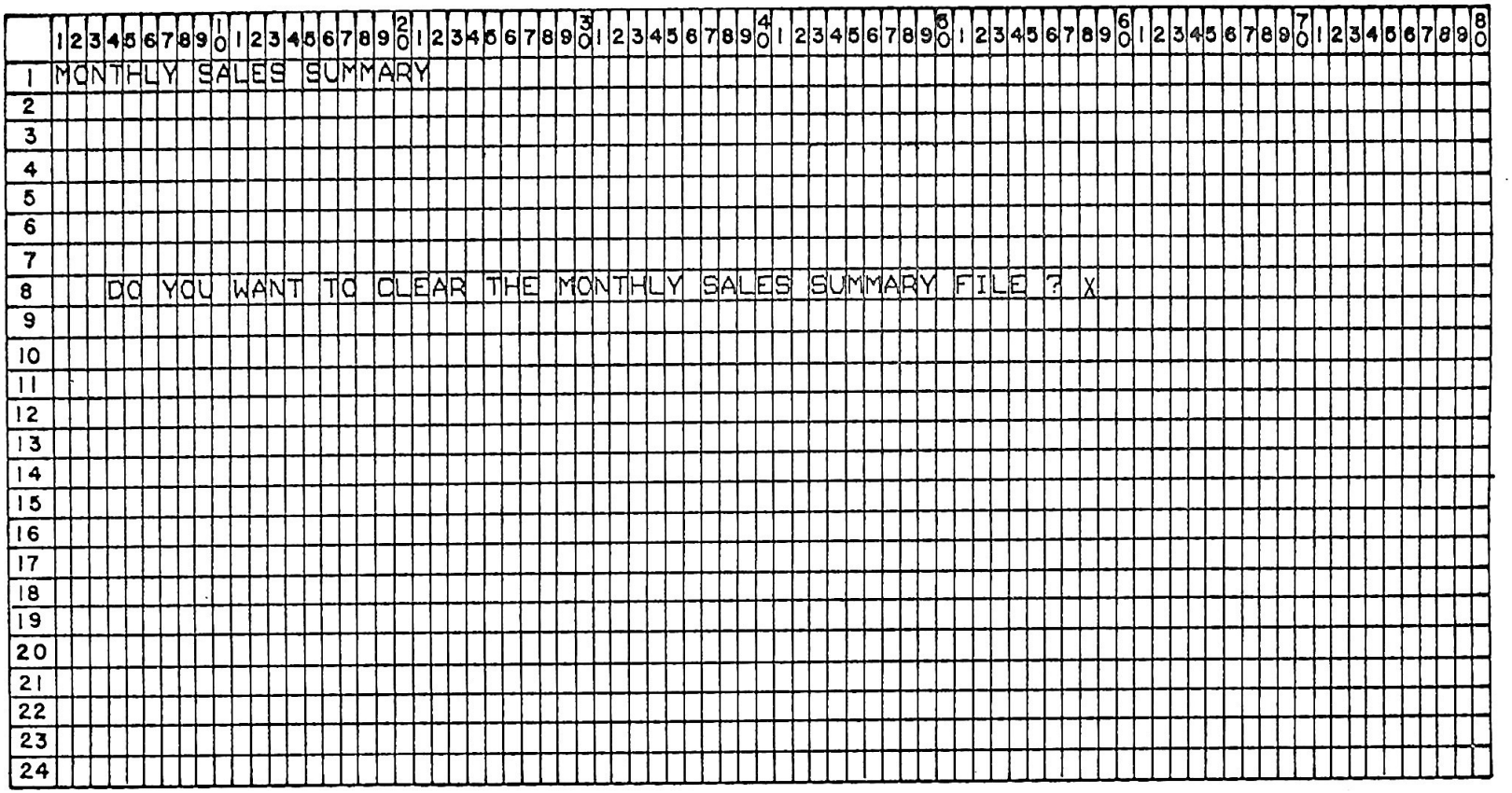
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Monthly Sales Summary

Display Screen: 64 X 16



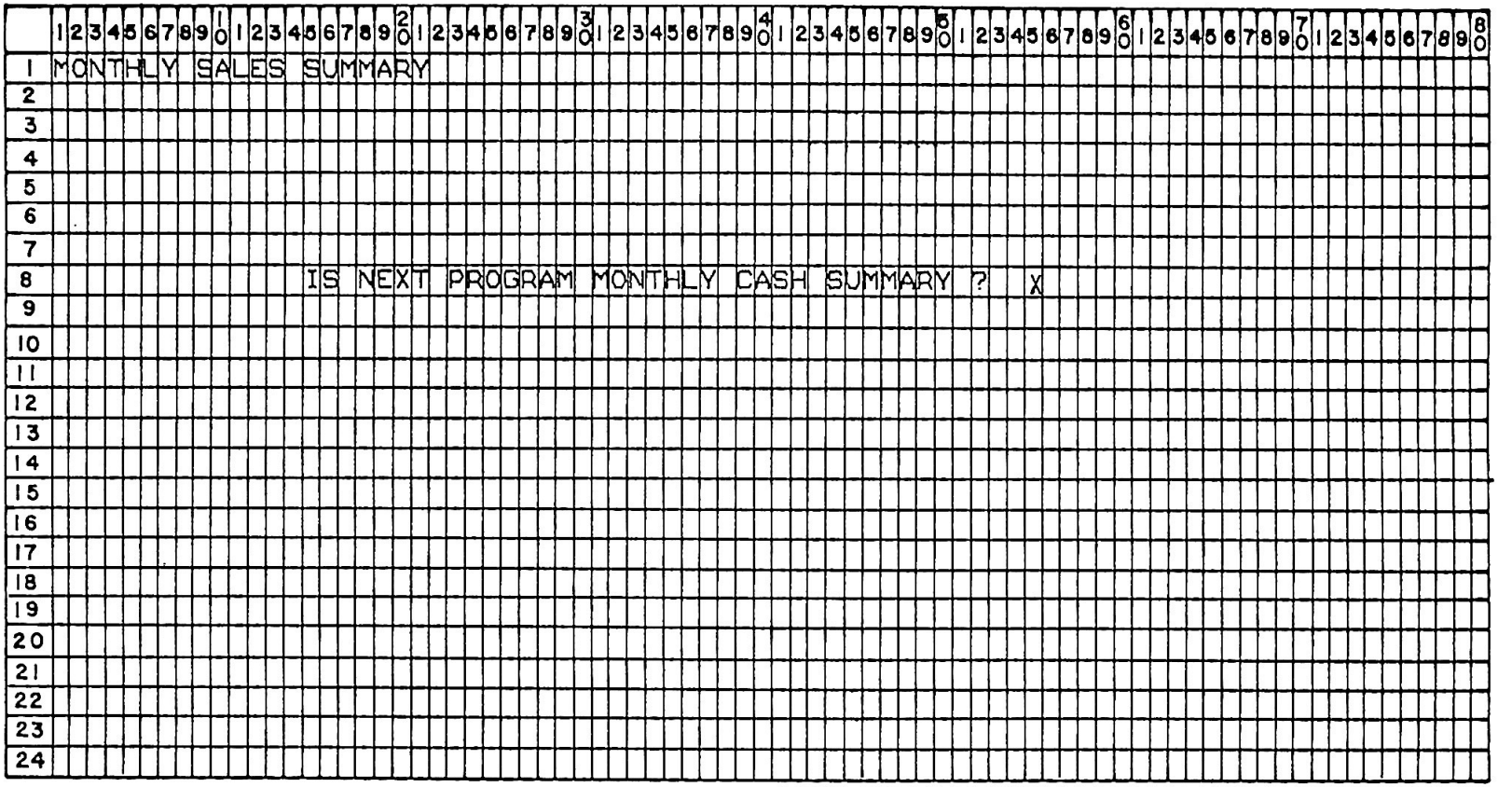
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Monthly Sales Summary

Display Screen: 64 X 16



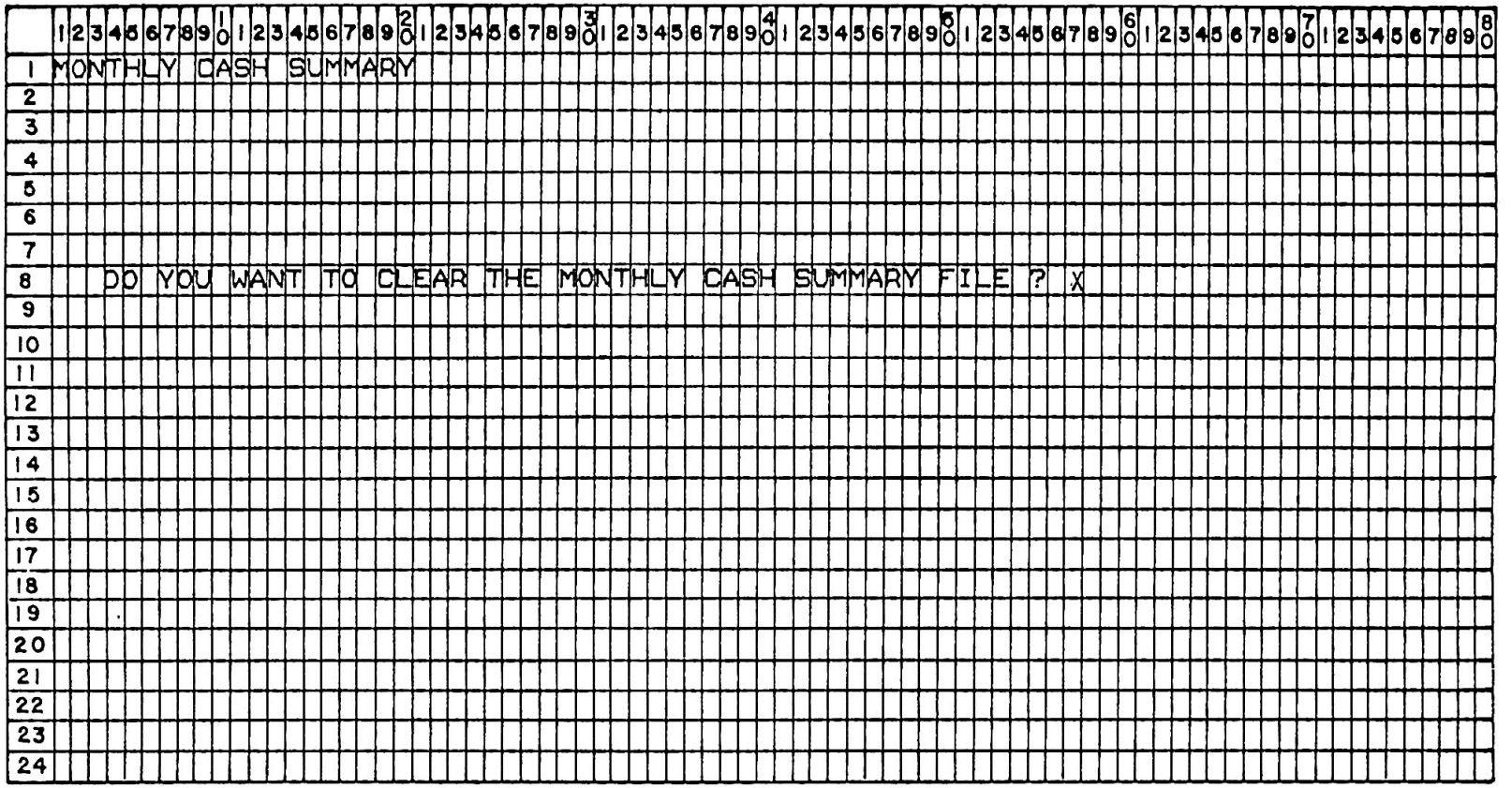
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Monthly Cash Summary

Display Screen: 64 X 16



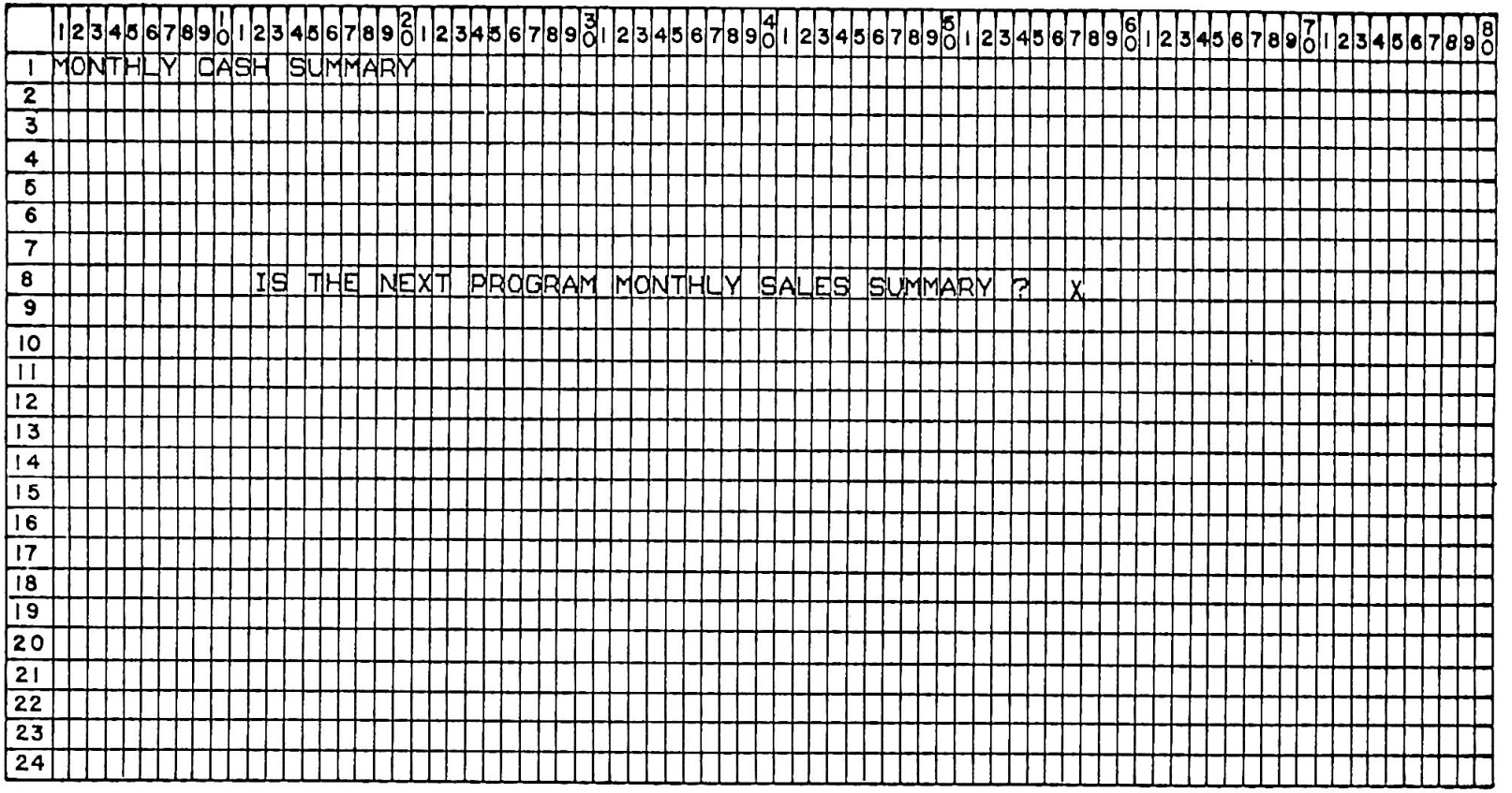
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Monthly Cash Summary

Display Screen: 64 X 16



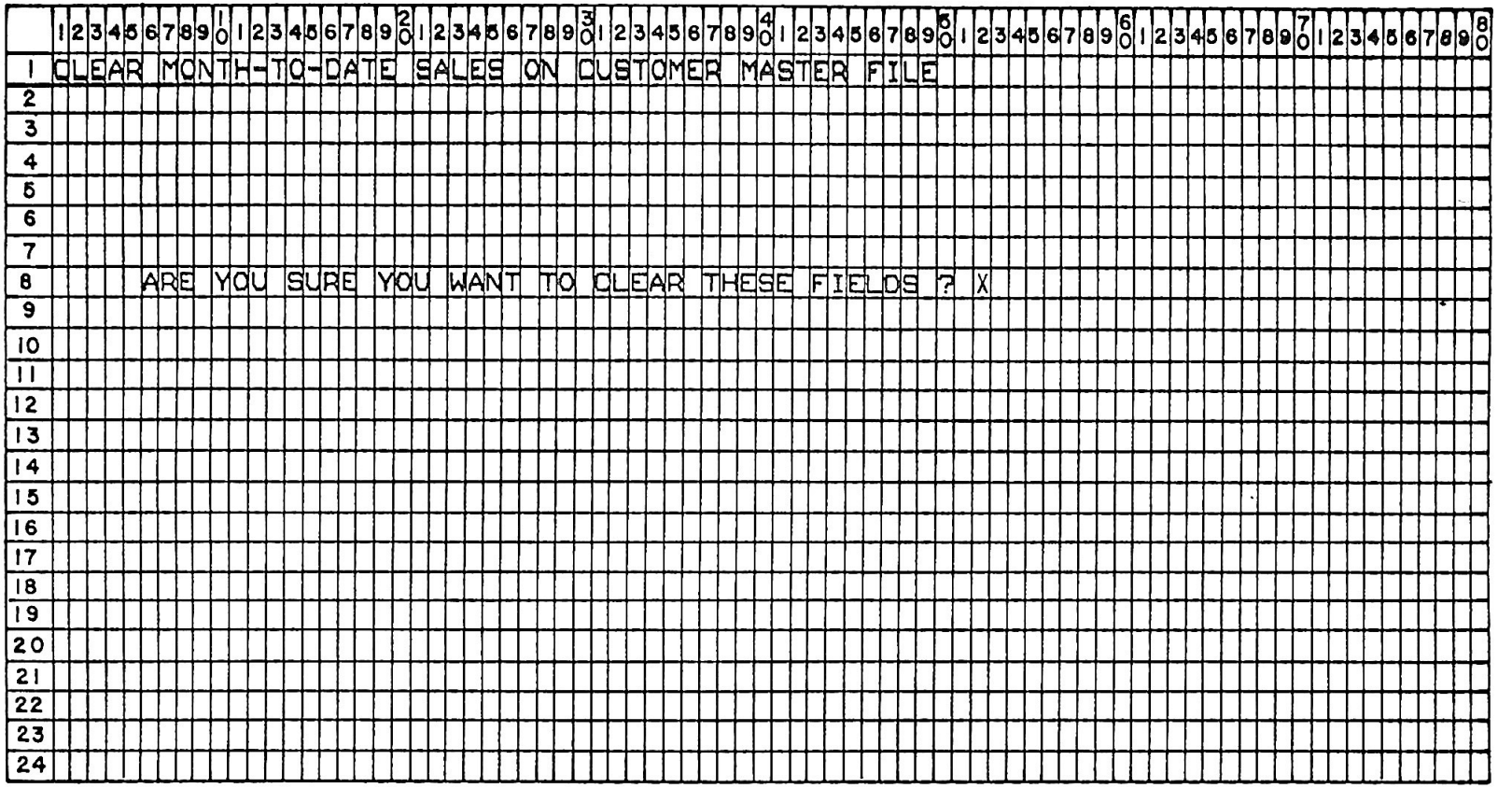
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Clear Month-To-Date Sales
On Customer Master File

Display Screen: 64 X 16



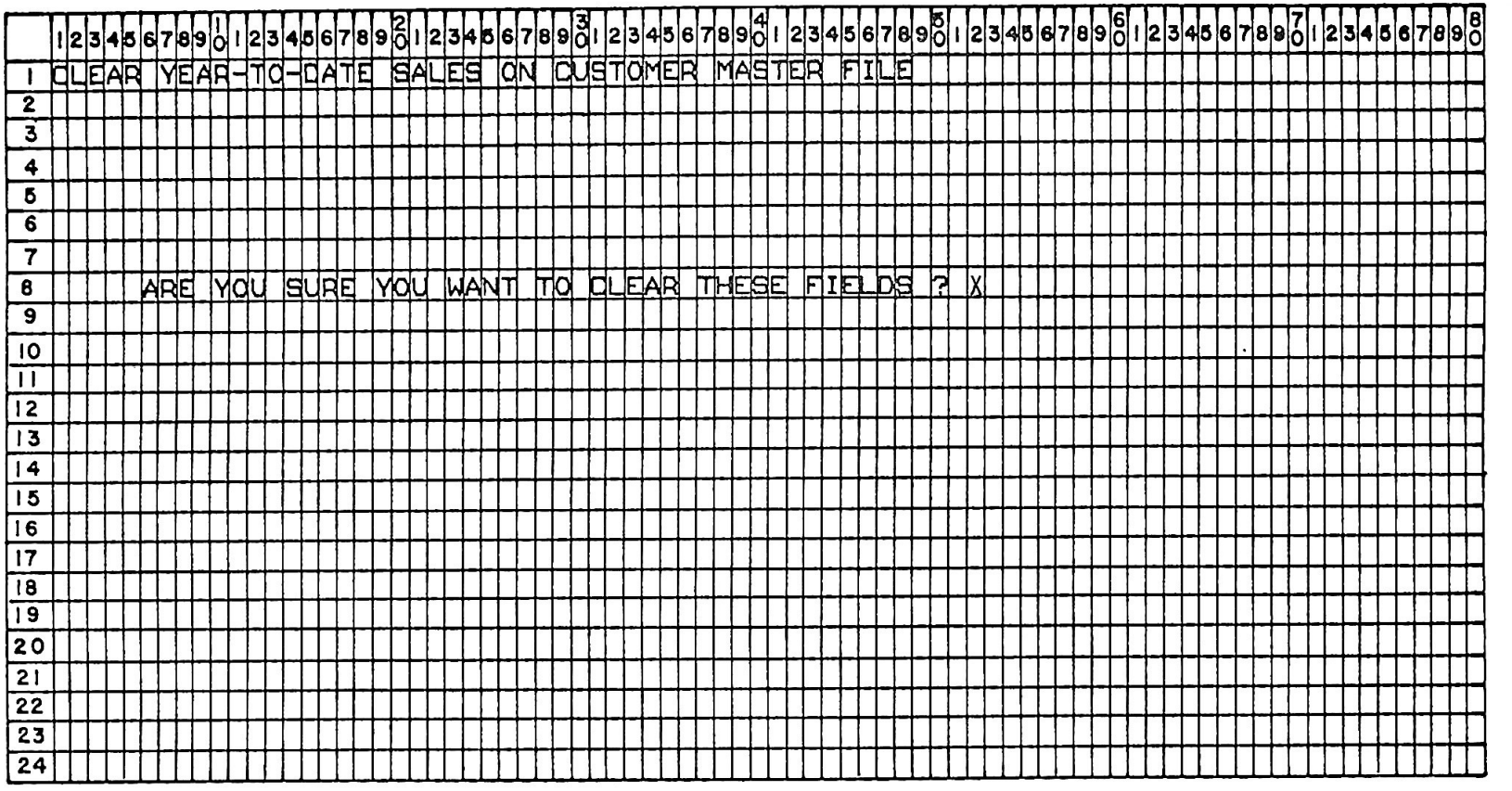
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Clear Year-To-Date Sales
On Customer Master File

Display Screen: 64 X 16



VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Finance Charges

Display Screen: 64 X 16

```
FINANCE CHARGES

     PLEASE ENTER

          1. CUT OFF DATE   XXXXXX

          2. % RATE         XXX

          3. CUT OFF DAYS   XXX
```

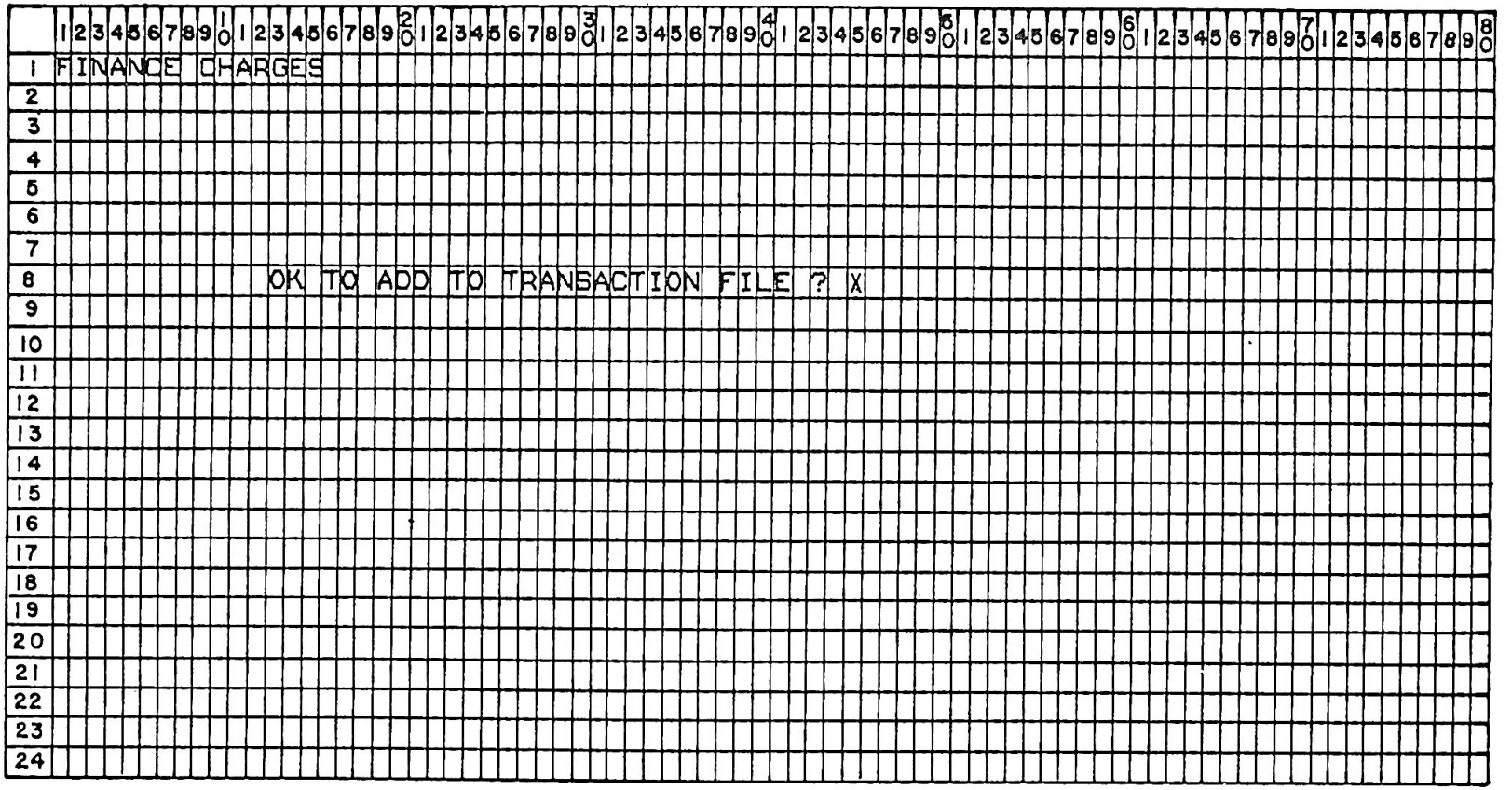
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Finance Charges

Display Screen: 64 X 16



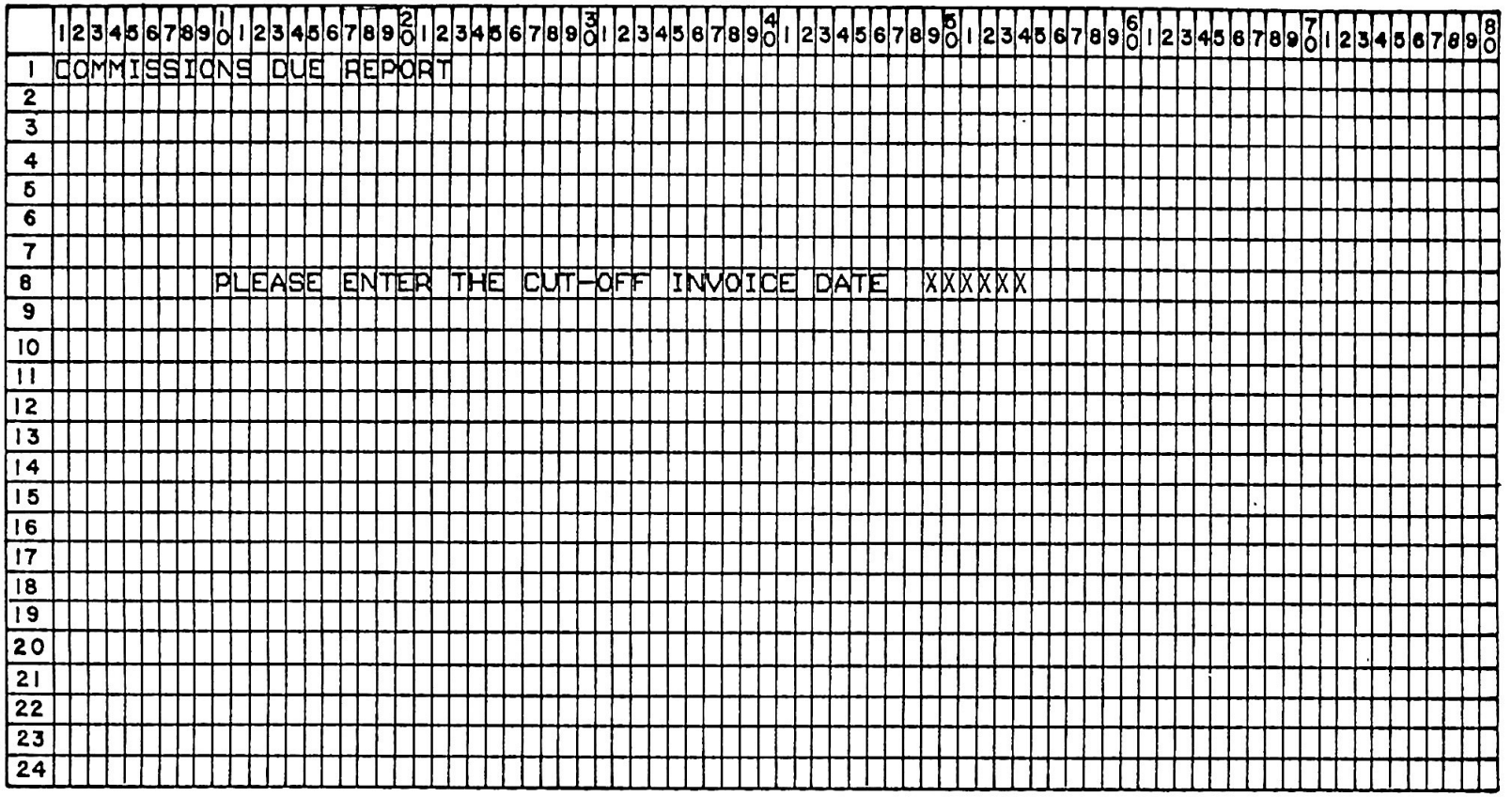
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Commissions Due Report

Display Screen: 64 X 16



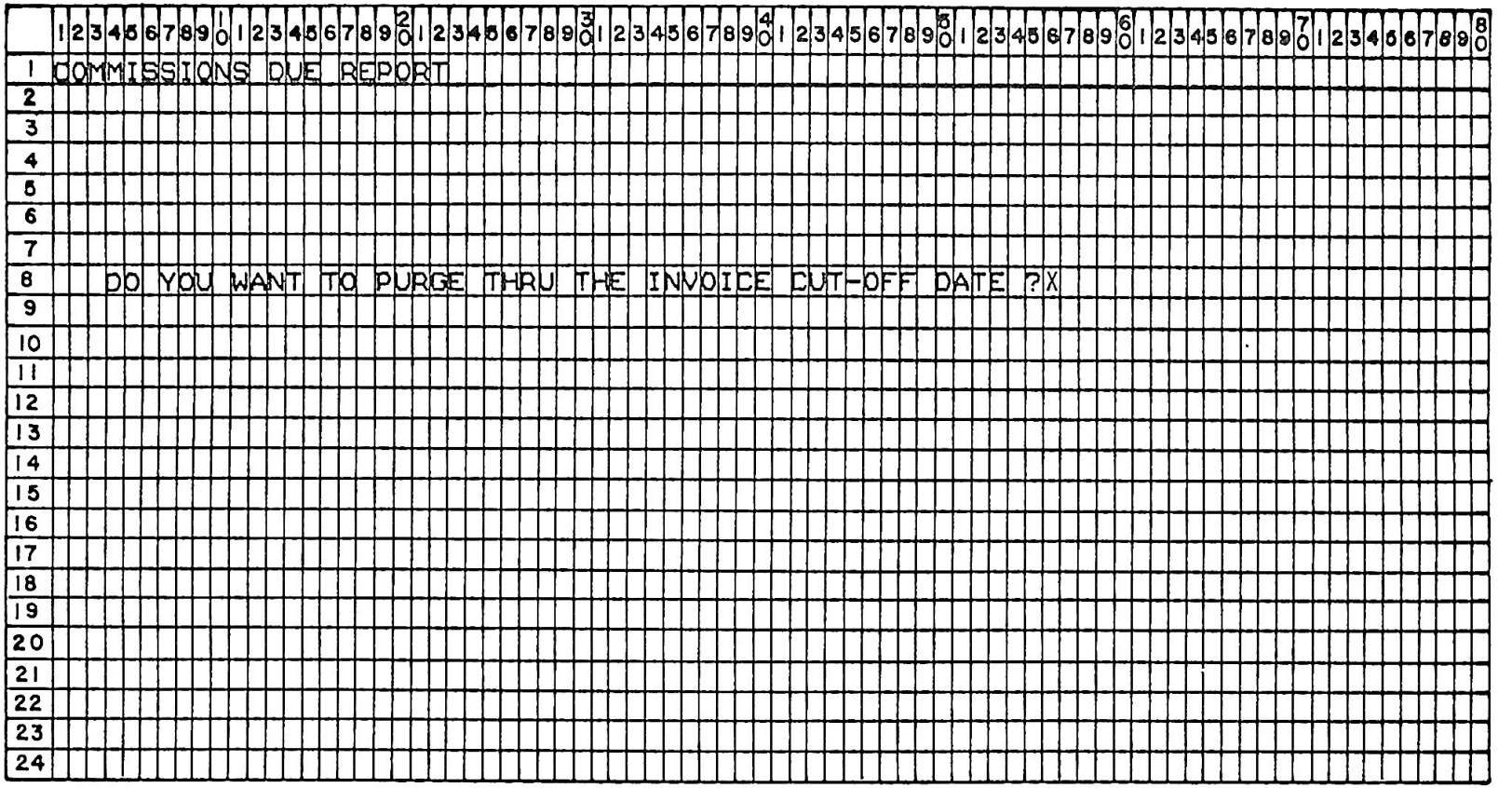
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Commissions Due Report

Display Screen: 64 X 16



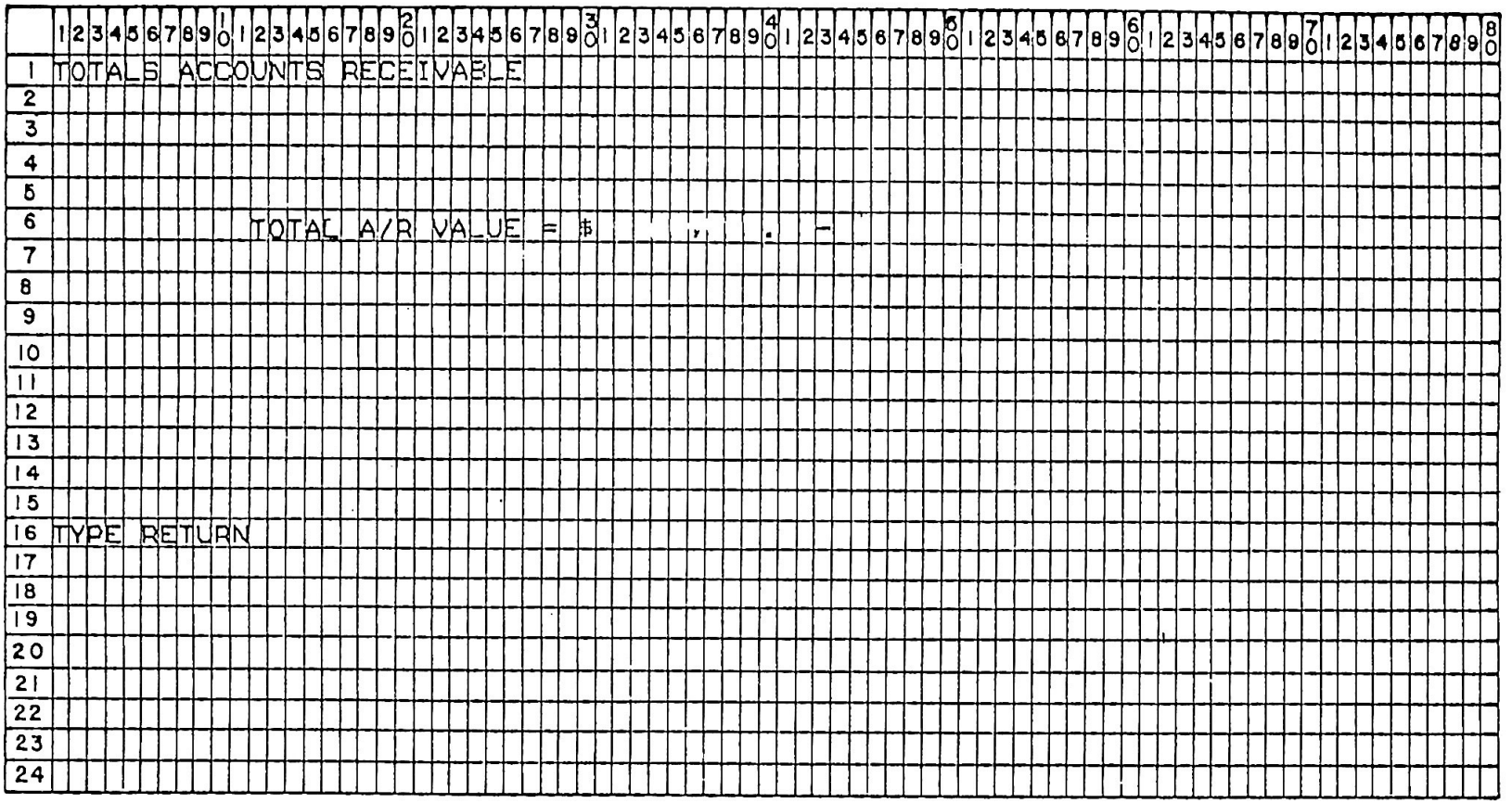
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Total Accounts Receivable

Display Screen: 64 X 16



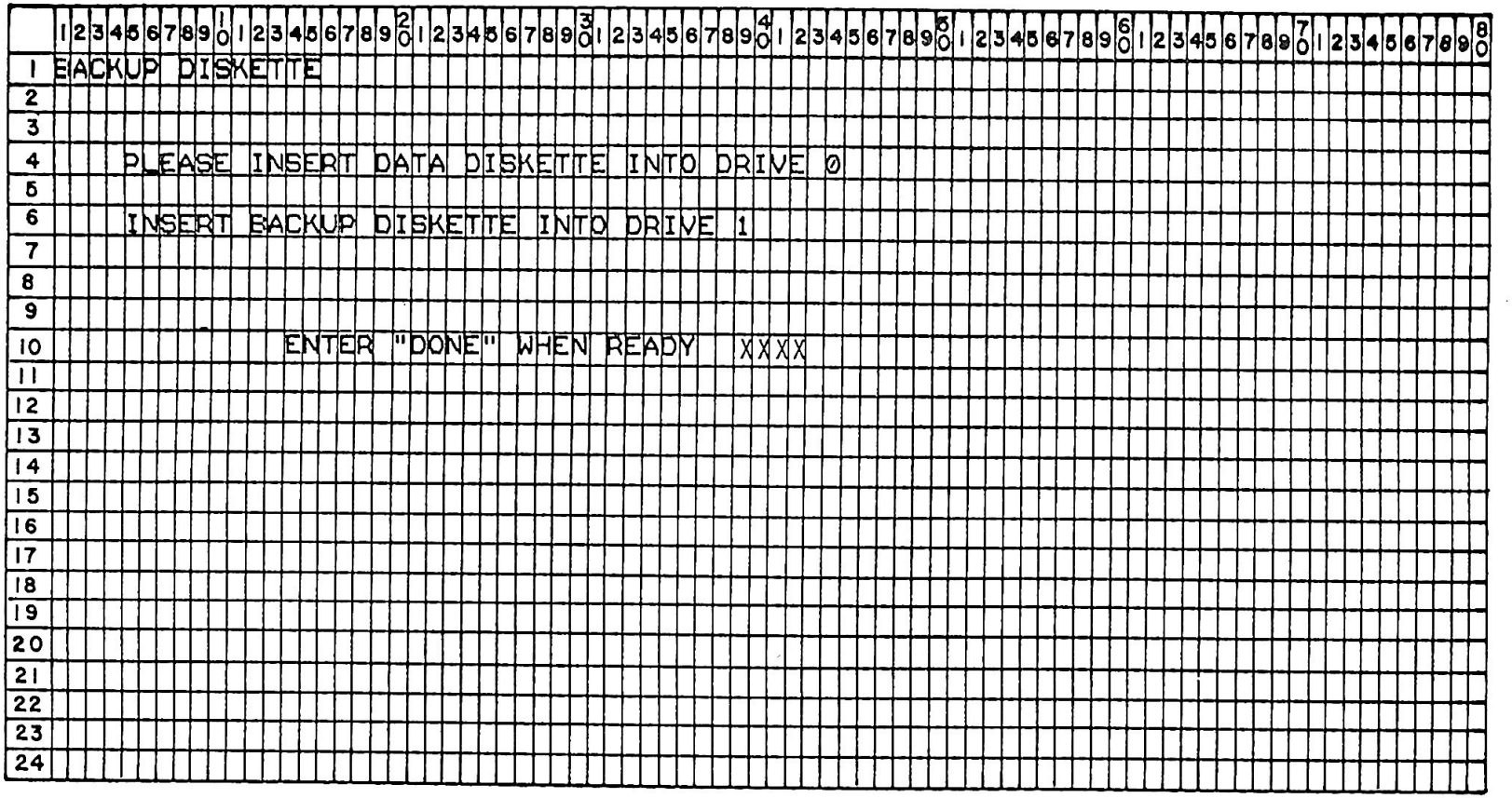
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Backup Diskette

Display Screen: 64 X 16


BACKUP DISKETTE
PLEASE INSERT DATA DISKETTE INTO DRIVE 0
INSERT BACKUP DISKETTE INTO DRIVE 1
ENTER "DONE" WHEN READY XXXX

VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Initiate Accounts Receivable System

Display Screen: 64 X 16

```
INITIATE ACCOUNTS RECEIVABLE SYSTEM
PLEASE SELECT APPLICATION X
   1. ESTIMATE DISK REQUIREMENTS

   2. ALLOCATE FILES

   3. ADD/CHANGE COMPANY NAME FILE

   4. ADD/CHANGE SUBMENU FILE

   5. SET UP INITIAL CUSTOMERS

   6. BUILD INITIAL OPEN ITEM FILE

   7. SET INITIAL CUSTOMER BALANCES
```

VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Estimate Disk Requirements For A/R

Display Screen: 64 X 16

	1 2 3 4 5 6 7 8 9 10 1 2 3 4 5 6 7 8 9 20 1 2 3 4 5 6 7 8 9 30 1 2 3 4 5 6 7 8 9 40 1 2 3 4 5 6 7 8 9 50 1 2 3 4 5 6 7 8 9 60 1 2 3 4 5 6 7 8 9 70 1 2 3 4 5 6 7 8 9 80
1	ESTIMATE DISK REQUIREMENTS FOR A/R
2	
3	TOTAL NUMBER OF CUSTOMERS XXXX
4	
5	NUMBER OF SALES PEOPLE XXXX
6	
7	MAXIMUM NUMBER DAILY TRANSACTIONS XXXX
8	
9	MAXIMUM NUMBER OPEN ITEMS XXXX
10	
11	ANTICIPATED ANNUAL GROWTH (%) XX
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	

VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Total Blocks Required

Display Screen: 64 X 16

```
TOTAL BLOCKS REQUIRED =

THIS WILL REQUIRE     SIDE(S) OF      DISKETTE(S)

SECOND YEAR - TOTAL BLOCKS          SIDE(S) OF      DISKETTE(S)

THIRD YEAR - TOTAL BLOCKS           SIDE(S) OF      DISKETTE(S)

FOURTH YEAR - TOTAL BLOCKS          SIDE(S) OF      DISKETTE(S)

FIFTH YEAR - TOTAL BLOCKS           SIDE(S) OF      DISKETTE(S)

DO YOU WISH TO INPUT NEW COUNTS? Y/N  ?
```

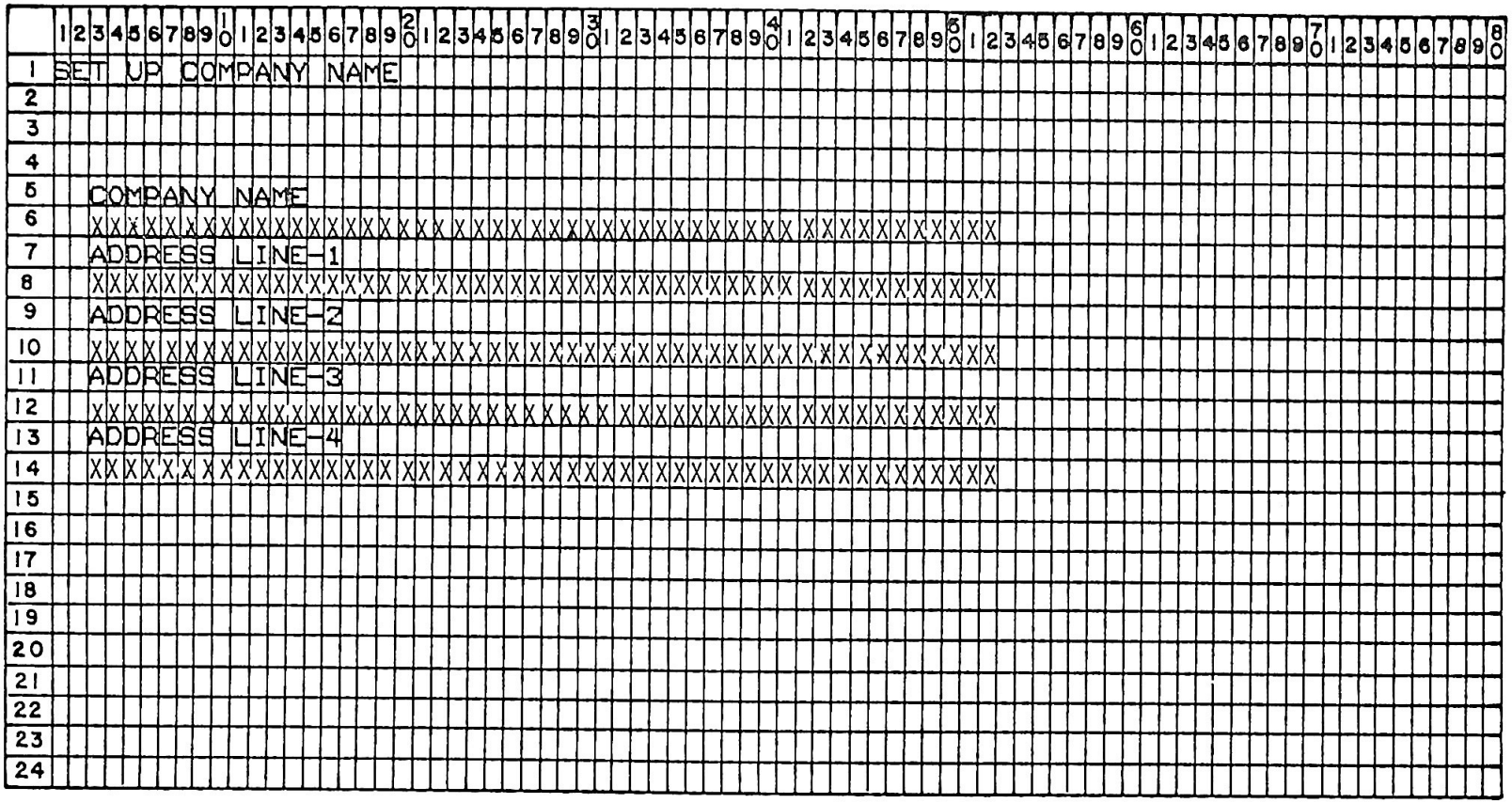
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Set Up Company Name

Display Screen: 64 X 16



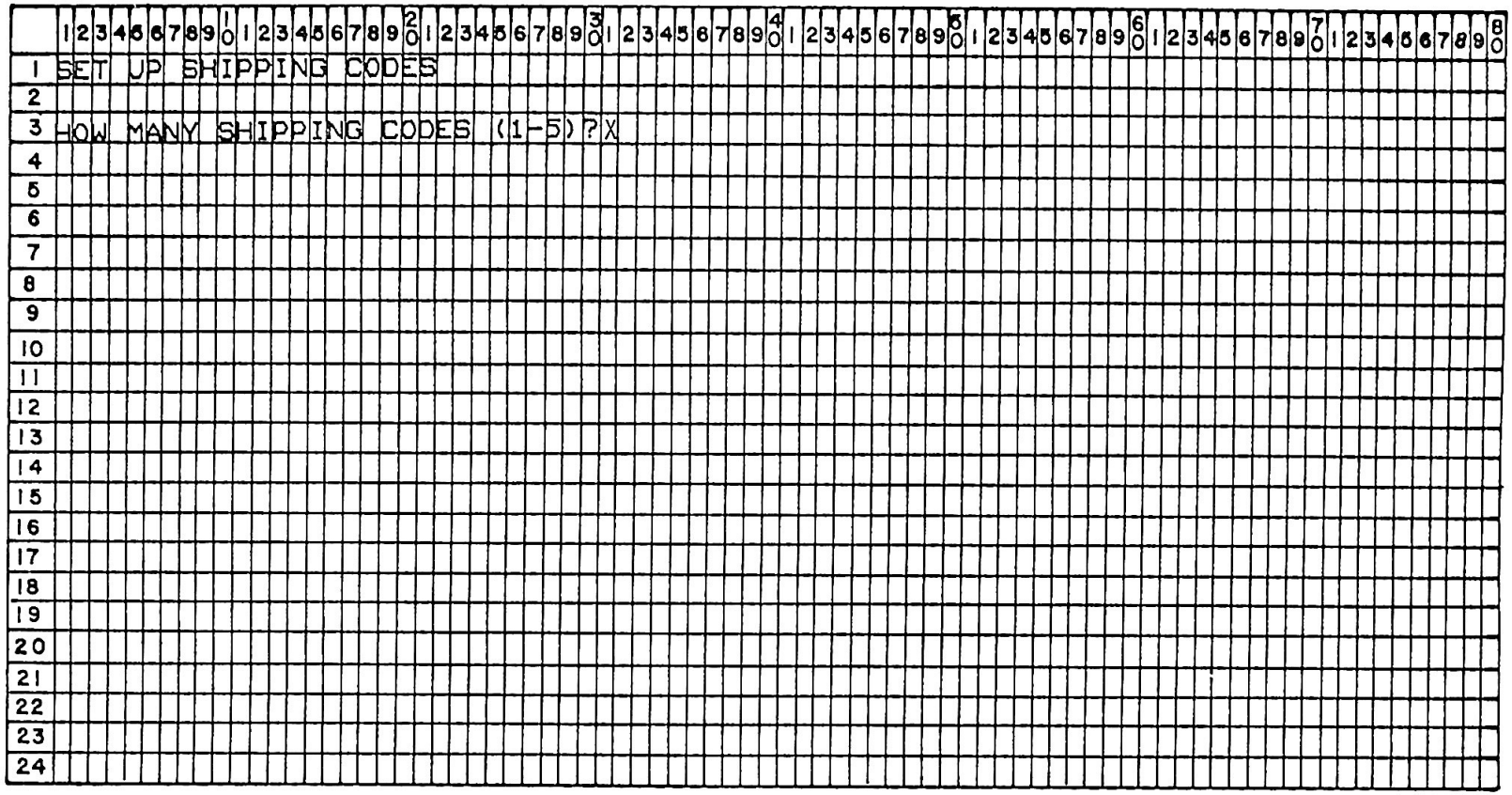
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Set Up Shipping Codes

Display Screen: 64 X 16



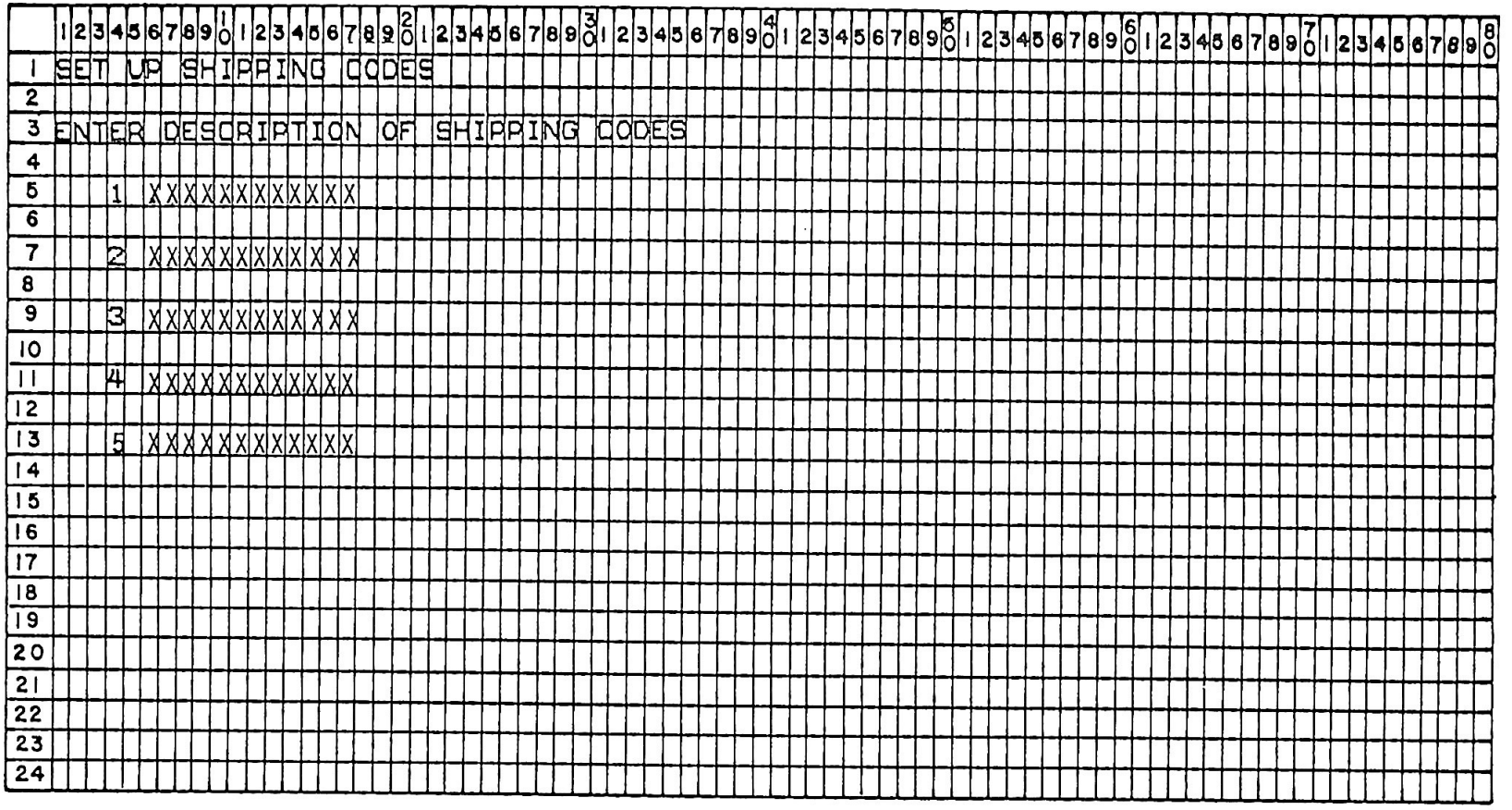
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Set Up Shipping Codes

Display Screen: 64 X 16



REMARKS: Only the number of codes requested will appear on this display.

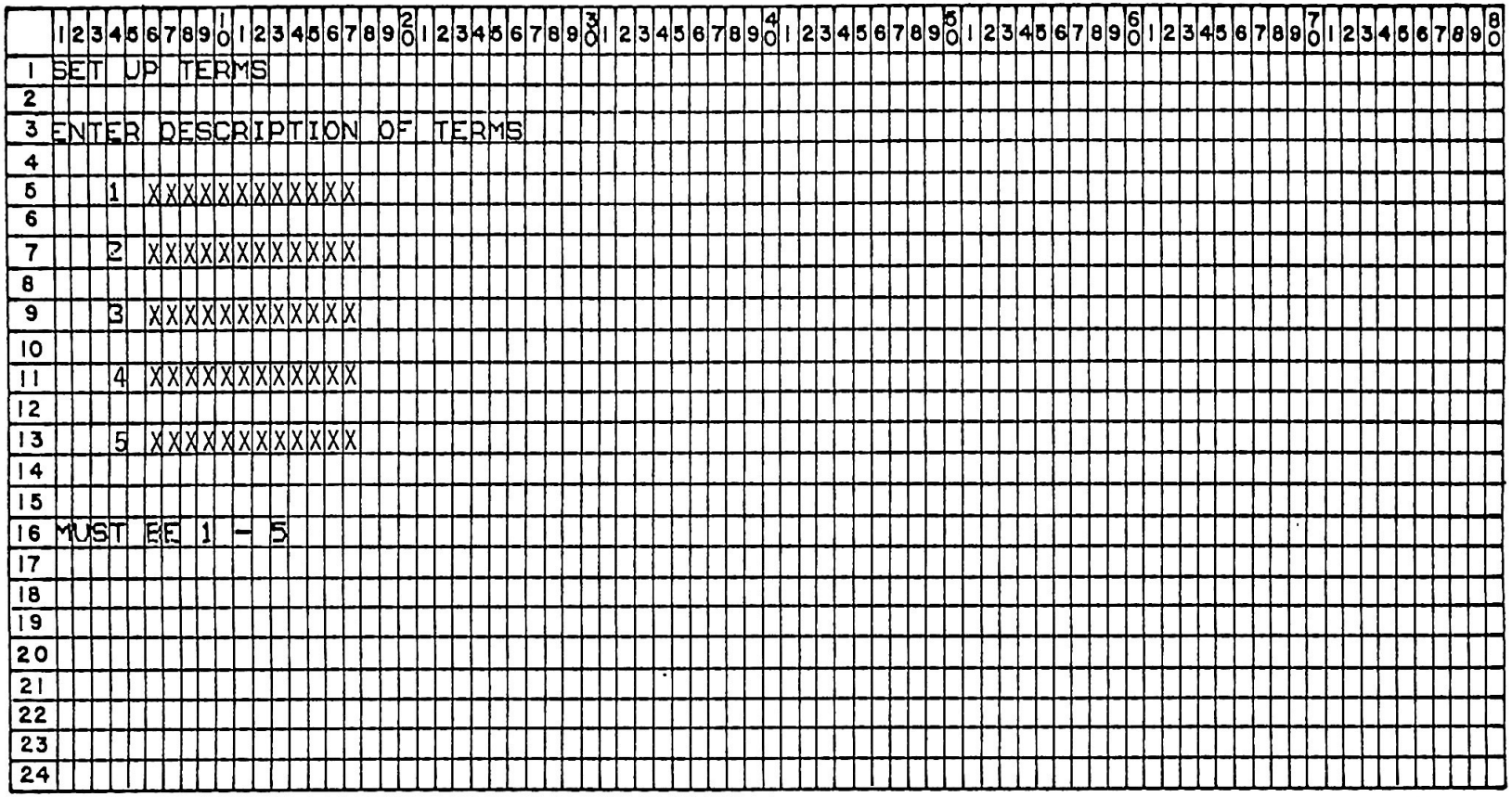
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Set Up Terms

Display Screen: 64 X 16



REMARKS: Only the number of codes requested will appear on the display.

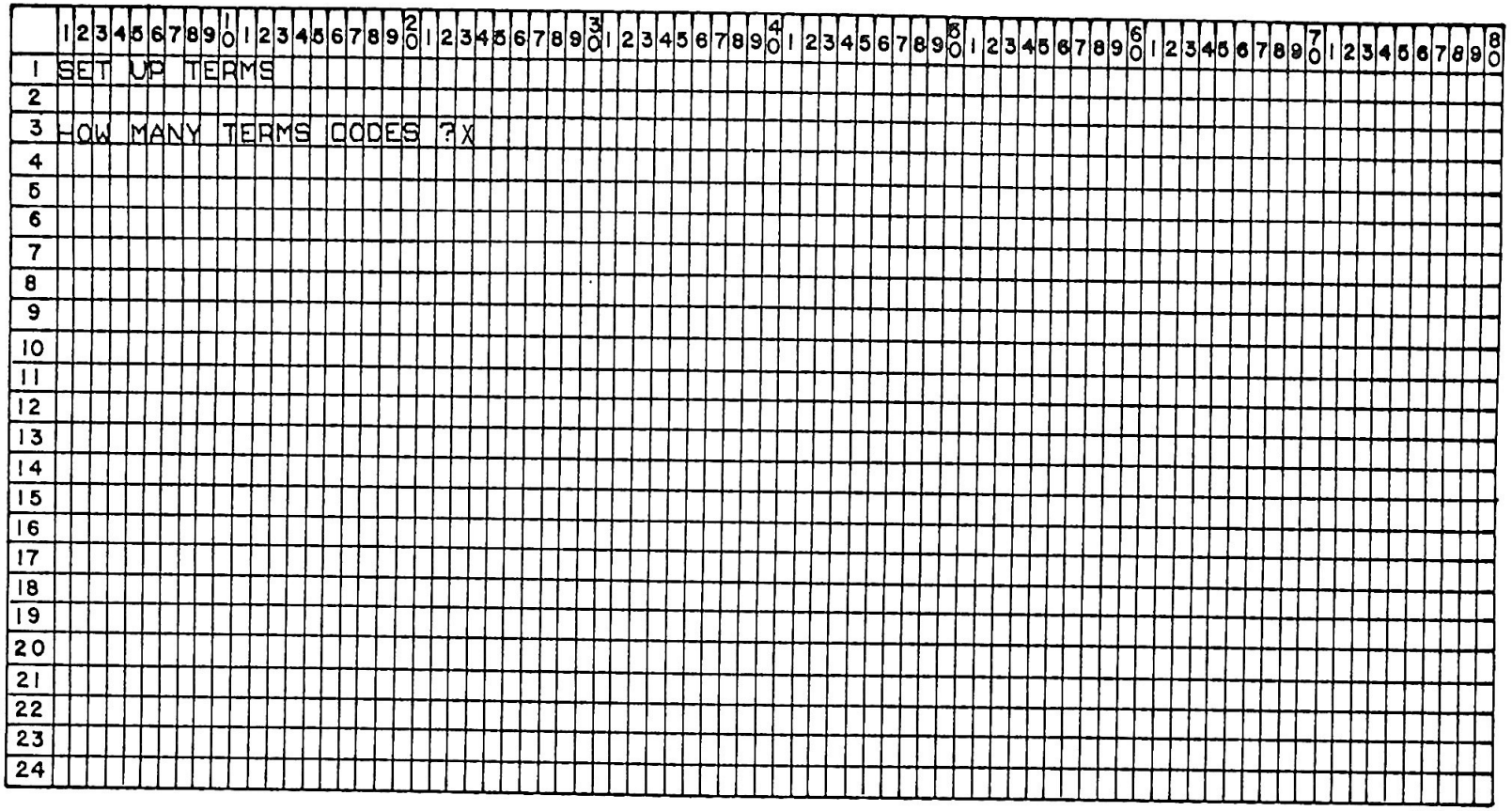
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Set Up Terms

Display Screen: 64 X 16



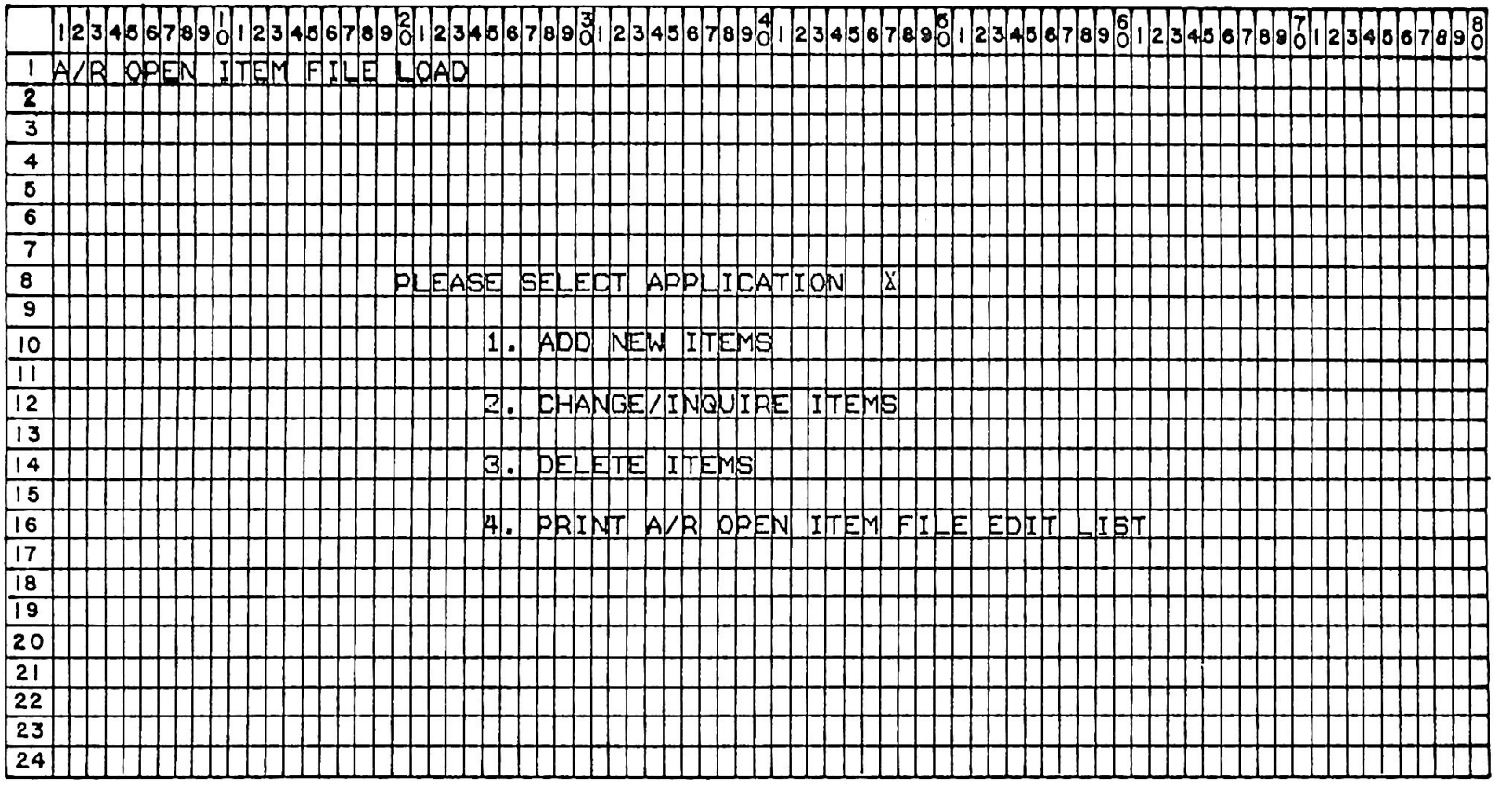
VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Build Initial Open Item File

Display Screen: 64 X 16


A/R OPEN ITEM FILE LOAD
PLEASE SELECT APPLICATION X
1. ADD NEW ITEMS
2. CHANGE/INQUIRE ITEMS
3. DELETE ITEMS
4. PRINT A/R OPEN ITEM FILE EDIT LIST

VIDEO DISPLAY UNIT FORMAT

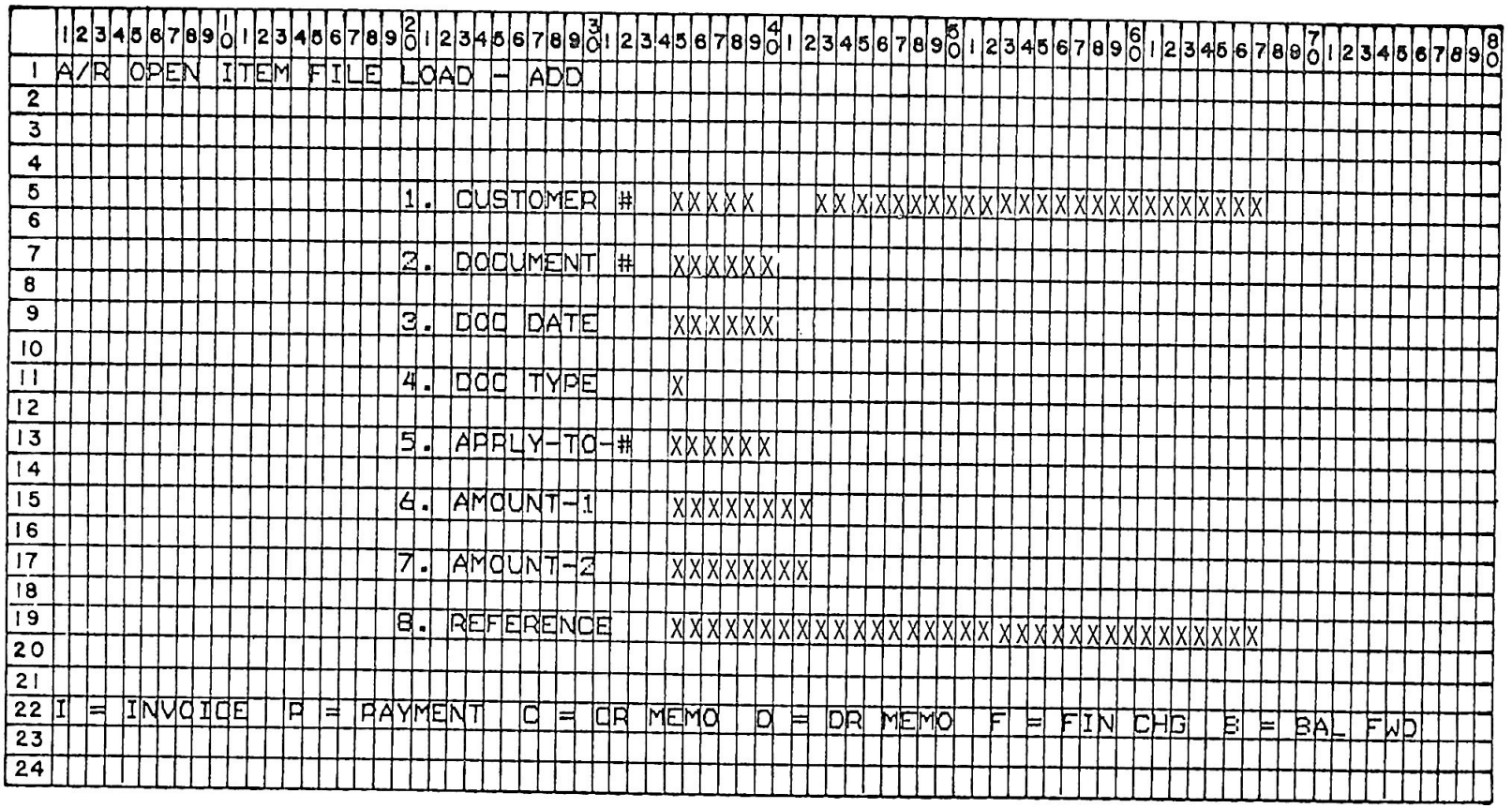
A / R

D-BASIC
Release: 001
Date 12/15/78

Build Initial Open Item File

Add

Display Screen: 80 X 24


A/R OPEN ITEM FILE LOAD - ADD
1. CUSTOMER # XXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX
2. DOCUMENT # XXXXXX
3. DOC DATE XXXXXX
4. DOC TYPE X
5. APPLY-TO-# XXXXXX
6. AMOUNT-1 XXXXXXXX
7. AMOUNT-2 XXXXXXXX
8. REFERENCE XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
I = INVOICE P = PAYMENT C = CR MEMO D = DR MEMO F = FIN CHG B = BAL FWD

REMARKS: Line 4 causes sub-menu on line 22 to be displayed.

VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Build Initial Open Item File

Change/Inquire

Display Screen: 80 X 24

```
A/R OPEN ITEM FILE LOAD - CHANGE/INQUIRE

     *1. CUSTOMER #     XXXXX     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

     *2. DOCUMENT #     XXXXXX

     *3. DOC DATE       XXXXXX

     *4. DOC TYPE       X

     *5. APPLY-TO-#     XXXXXX

      6. AMOUNT-1       XXXXXXXXX

      7. AMOUNT-2       XXXXXXXXX

      8. REFERENCE      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

VIDEO DISPLAY UNIT FORMAT

A / R

D-BASIC
Release: 001
Date 12/15/78

Build Initial Open Item File

Delete

Display Screen: 80 X 24

```
A/R OPEN ITEM FILE LOAD - DELETE

     *1. CUSTOMER #    XXXXX     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
     *2. DOCUMENT #    XXXXXX
     *3. DOC DATE      XXXXXX
     *4. DOC TYPE      X
     *5. APPLY-TO-#    XXXXXX
      6. AMOUNT-1      XXXXXXXXX
      7. AMOUNT-2      XXXXXXXXX
      8. REFERENCE     XXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

SECTION 6
FILE DEFINITIONS

SECTION VI

FILE DEFINITIONS

PAYROLL

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EMPFI2 - Employee File 4

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TIMTR2 - P/R Time Transaction File - Pt. 2.1 13

TIMT2A - P/R Time Transaction File - Pt. 2.2 14

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FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

DEDERN
(Deduction/Earning Codes File)
FDPR2

File Type: ISAM
Key Size (bytes): 2 Data Record Size: 15 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Code	1	A	1-1	
K	Filler	1		2-2	
D	Description	7	A	1-7	
D	Type	1	A	8-8	See Note 1
D	G/L Account Number	7	D	9-15	XXXX-XXX

NOTES:

1. D = Deductions, E = Earning (Taxable), N = Non-Taxable Earning.

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

EMPFIL
(Employee File)
FDPR3

File Type: ISAM
Key Size (bytes): 4 Data Record Size: 190 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Employee Number	4	D	1-4	
D	Name	28	A	1-28	
D	Street	28	A	29-56	
D	City	20	A	57-76	
D	State	2	A	77-78	
D	Zip Code	5	D	79-83	Numeric
D	Social Security Number	9	D	84-92	XXX-XX-XXXX
D	Birthdate	6	D	93-98	MMDDYY
D	Marital Status	1	A	99-99	*
D	Hire Date	6	D	100-105	MMDDYY
D	Last Raise Date	6	D	106-111	MMDDYY
D	Review Date	6	D	112-117	MMDDYY
D	Termination Date	6	D	118-123	MMDDYY
D	Employee Type	1	A	124-124	H=Hourly S=Salary
D	Pay Frequency	1	A	125-125	**
D	Home Department Number	7	D	126-132	XXXX-XXX
D	Salary	7	D	133-139	$XX,XXX.XX
D	Regular Hourly Rate	5	D	140-144	$XX.XXX
D	Overtime Hourly Rate	5	D	145-149	$XX.XXX
D	Special Hourly Rate	5	D	150-154	$XX.XXX
D	State Tax Code	2	D	155-156	Default = 1

* S = Single M = Married H = Head of Household

** = Daily W = Weekly B = Bi-Weekly S = Semi-Monthly M = Monthly
Q = Quarterly

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

EMPFIL
(Employee File)
FDPR3

File Type: ISAM
Key Size (bytes): 4 Data Record Size: 190 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
D	City Tax Code	2	D	157-158	Default = 1
D	Exemptions for FWT	2	D	159-160	
D	Exemptions for SWT	2	D	161-162	
D	Exemptions for OST	2	D	163-164	
D	Exemptions for CWT	2	D	165-166	
D	FICA Exempt Flag	1	A	167-167	N = Not Exempt Y = Exempt
D	FUI Exempt Flag	1	A	168-168	N = Not Exempt Y = Exempt
D	SUI Exempt Flag	1	A	169-169	N = Not Exempt N = Exempt
D	Added FWT	3	D	170-172	$XXX.
D	Added SWT	3	D	173-175	$XXX.
D	Added CWT	2	D	176-177	$XX.
D	Vacation Hours Due This Year	3	D	178-180	XXX.
D	Vacation Hours Paid This Year	5	D	181-185	XXX.XX
D	Sick Hours Due This Year	3	D	186-188	XXX.
D	Pension Flag	1	A	189-189	Y/N
D	Distribute Flag	1	A	190-190	Y/N

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

EMPFI2
(Employee File)
FDPR3

File Type: ISAM
Key Size (bytes): 4 Data Record Size: 106 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
D	Savings Bond Deduction	5	D	1-5	$XXX.XX
D	Frequency	1	A	6-6	
D	Bond Size	5	D	7-11	$XXX.XX
D	Balance Held For Employees	5	D	12-16	$XXX.XX
D	Savings Account Deduction	5	D	17-21	$XXX.XX
D	Frequency	1	A	22-22	
D	Account Number	12	A	23-34	
D	Loan Deduction	5	D	35-39	$XXX.XX
D	Frequency	1	A	40-40	
D	Balance Due	6	D	41-46	$X,XXX.XX
D	Garnish Deduction	5	D	47-51	***
D	Frequency	1	A	52-52	
D	Balance Due	6	D	53-58	$X,XXX.XX
D	Deduction/Earning Code #1	1	A	59-59	
D	Amount	5	D	60-64	$XXX.XX
D	Frequency	1	A	65-65	
D	Deduction/Earning Type	1	A	66-66	****
D	Deduction/Earning Code #2	1	A	67-67	
D	Amount	5	D	68-72	$XXX.XX
D	Frequency	1	A	73-73	
D	Deduction/Earning Type	1	A	74-74	

*** If less than 100, it's a percent: XX%. If greater than or equal to 100, it's an amount: XXX.XX

**** D = Deduction, E = Taxable Earning, N = Non-taxable Earning

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

EMPFI2
(Employee File)
FDPR3

File Type: ISAM
Key Size (bytes): 4 Data Record Size: 106 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
D	Deduction/Earning Code #3	1	A	75-75	
D	Amount	5	D	76-80	$XXX.XX
D	Frequency	1	A	81-81	
D	Deduction/Earning Type	1	A	82-82	
D	Deduction/Earning Code #4	1	A	83-83	
D	Amount	5	D	84-88	$XXX.XX
D	Frequency	1	A	89-89	
D	Deduction/Earning Type	1	A	90-90	
D	Deduction/Earning Code #5	1	A	91-91	
D	Amount	5	D	92-96	$XXX.XX
D	Frequency	1	A	97-97	
D	Deduction/Earning Type	1	A	98-98	
D	Deduction/Earning Code #6	1	A	99-99	
D	Amount	5	D	100-104	$XXX.XX
D	Frequency	1	A	105-105	
D	Deduction/Earning Type	1	A	106-106	

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

EMPFI3
(Employee File)
FDPR3

File Type: ISAM
Key Size (bytes): 4 Data Record Size: 209 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
D	MTD Overtime Hours	5	D	1-5	XXX.XX (HRS)
D	MTD Sick Hours	5	D	6-10	XXX.XX (HRS)
D	MTD Sick Pay	6	D	11-16	$X,XXX.XX
D	QTD Gross	7	D	17-23	$XX,XXX.XX
D	QTD Taxable Gross	7	D	24-30	$XX,XXX.XX
D	QTD FICA	6	D	31-36	$XX,XXX.XX
D	QTD FWT	7	D	37-43	$XX,XXX.XX
D	QTD SWT	6	D	44-49	$X,XXX.XX
D	QTD OST	6	D	50-55	$X,XXX.XX
D	QTD CWT	6	D	56-61	$X,XXX.XX
D	QTD Overtime Hours	5	D	62-66	XXX.XX (HRS)
D	QTD Sick Hours	5	D	67-71	XXX.XX (HRS)
D	QTD Sick Pay	6	D	72-77	$X,XXX.XX
D	QTD Weeks Worked	4	D	78-81	XX.XX
D	YTD Gross	8	D	82-89	$XXX,XXX.XX
D	YTD Taxable Gross	8	D	90-97	$XXX,XXX.XX
D	YTD FICA	6	D	98-103	$X,XXX.XX
D	YTD FWT	7	D	104-110	$XX,XXX.XX
D	YTD SWT	7	D	111-117	$XX,XXX.XX
D	YTD OST	6	D	118-123	$X,XXX.XX
D	YTD CWT	6	D	124-129	$X,XXX.XX
D	YTD Overtime Hours	5	D	130-134	XXX.XX (HRS)
D	YTD Sick Hours	5	D	135-139	XXX.XX (HRS)

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

EMPFI3
(Employee File)
FDPR3

File Type: ISAM
Key Size (bytes): 4 Data Record Size: 209 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
D	YTD Sick Pay	6	D	140-145	$X,XXX.XX
D	YTD Weeks Worked	4	D	146-149	XX.XX
D	YTD Savings Bond Deduction	6	D	150-155	$X,XXX.XX
D	YTD Savings Account Deduction	6	D	156-161	$X,XXX.XX
D	YTD Loan Deduction	6	D	162-167	$X,XXX.XX
D	YTD Garnish	6	D	168-173	$X,XXX.XX
D	YTD Deduction/Earnings-1	6	D	174-179	$X,XXX.XX
D	YTD Deduction/Earnings-2	6	D	180-185	$X,XXX.XX
D	YTD Deduction/Earnings-3	6	D	186-191	$X,XXX.XX
D	YTD Deduction/Earnings-4	6	D	192-197	$X,XXX.XX
D	YTD Deduction/Earnings-5	6	D	198-203	$X,XXX.XX
D	YTD Deduction/Earnings-6	6	D	204-209	$X,XXX.XX

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

EMPIDX
(Temporary Index for Alpha List)
FDPR5

File Type: ISAM
Key Size (bytes): 17 Data Record Size: 4 Temporary File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Employee Name	13	A	1-13	
K	Employee Number	4	D	14-17	
D	Filler	4	A	1-4	

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

EMPNAM
(Payroll Name File)
FDPR10
Page 1 of 1

File Type: ISAM
Key Size (bytes): 4 Data Record Size: 37 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Employee Number	4	D	1-4	
D	Employee Name	28	A	1-28	
D	Social Security Number	9	D	29-37	XXX-XX-XXXX

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

TIMTR1
(P/R Time Transaction File-Pt. 1.1)
FDPR6

File Type: ISAM
Key Size (bytes): 5 Data Record Size: 124 Temporary File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Employee Number	4	D	1-4	
K	Record Type	1	D	5-5	0 = Regular 1-4 = Vacation Pay
D	Employee Type	1	A	1-1	H = Hourly S = Salary
D	Salary Flag	1	A	2-2	Y = Pay Salary N = Do Not Pay Salary
D	Regular Hours	5	D	3-7	XXX.XX HRS
D	Overtime Hours	5	D	8-12	XXX.XX HRS
D	Vacation Hours	5	D	13-17	XXX.XX HRS
D	Holiday Hours	5	D	18-22	XXX.XX HRS
D	Sick Hours	5	D	23-27	XXX.XX HRS
D	Special Hours	5	D	28-32	XXX.XX HRS
D	Temporary Deduction/Earning #1 Code	1	A	33-33	
D	Description	7	A	34-40	
D	Amount	6	D	41-46	$X,XXX.XX
D	Type	1	A	47-47	*
D	Temporary Deduction/Earning #2 Code	1	A	48-48	
D	Description	7	A	49-55	
D	Amount	6	D	56-61	$X,XXX.XX
D	Type	1	A	62-62	*
D	Number Weeks Advance Vacation Pay	1	D	63-63	

* D = Deduction E = Earning N = Earning - Not taxable

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

TIMTR1
(P/R Time Transaction File-Pt. 1.1)
FDPR6

File Type: ISAM
Key Size (bytes): 5 Data Record Size: 124 Temporary File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
D	Number Weeks Worked	4	D	64-67	XX.XX
D	Salary	7	D	68-74	$XX,XXX.XX
D	Regular Pay	6	D	75-80	$X,XXX.XX
D	Overtime Pay	6	D	81-86	$X,XXX.XX
D	Vacation Pay	6	D	87-92	$X,XXX.XX
D	Holiday Pay	6	D	93-98	$X,XXX.XX
D	Sick Pay	6	D	99-104	$X,XXX.XX
D	Special Pay	6	D	105-110	$X,XXX.XX
D	Gross Pay	7	D	111-117	$XX,XXX.XX
D	Taxable Gross	7	D	118-124	$XX,XXX.XX

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

TIMT1A
(P/R Time Transaction File-Pt. 2.2)
FDPR7
Page 1 of 1

File Type: ISAM
Key Size (bytes): 5 Data Record Size: 204 Temporary File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Employee Number	4	D	1-4	
K	Record Type	1	D	5-5	0 = Regular Pay 1-4 = Vacation Pay
D	Regular Distribution Hours/%	12x5	D	1-60	*
D	Regular Distribution Accounts Numbers	12x7	D	61-144	XXXX-XXX
D	Regular Distribution Rates	12x5	D	145-204	$XX.XXX

* For Salary Employee = XXX.XX%
For Hourly Employee = XXX.XX HRS

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

TIMTR2
(P/R Time Transaction File-Pt. 2.1)
FDPR6

File Type: ISAM
Key Size (bytes): 5 Data Record Size: 144 Temporary File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
D	FICA	5	D	1-5	$XXX.XX
D	FWT	6	D	6-11	$X,XXX.XX
D	SWT	6	D	12-17	$X,XXX.XX
D	OST	5	D	18-22	$XXX.XX
D	CWT	5	D	23-27	$XXX.XX
D	Deduction/Earning Amounts 1-6	6x5	D	28-57	$XXX.XX
D	Deduction/Earning Codes 1-6	6x1	A	58-63	
D	Deduction/Earning Descriptions 1-6	6x7	A	64-105	
D	Deduction/Earnings Types 1-6	6x1	A	106-111	*
D	Savings Bond Deduction	5	D	112-116	$XXX.XX
D	Saving Account Deduction	5	D	117-121	$XXX.XX
D	Loan Deduction	5	D	122-126	$XXX.XX
D	Garnish Deduction	5	D	127-131	$XXX.XX
D	Net Pay	7	D	132-138	$XX,XXX.XX
D	Check Number	6	D	139-144	

* D = Deduction E = Earning N = Earning Not Taxable

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

TIMT2A
(P/R Time Transaction File-Pt. 2.2)
FDPR7
Page 1 of 1

File Type: ISAM
Key Size (bytes): 5 Data Record Size: 102 Temporary File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
D	Overtime Distribution Hours	6x5	D	1-30	XXX.XX HRS
D	Overtime Distribution Account Numbers	6x7	D	31-72	XXXX-XXX
D	Overtime Distribution Rates	6x5	D	73-102	$XX.XXX

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

MANTR1
(Manual P/R Trans. File - Pt. 1.1)
FDPR13
Page 1 of 1

File Type: ISAM
Key Size (bytes): 6 Data Record Size: 130 Temporary File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Employee Number	4	D	1-4	
K	Sequence Number	2	D	5-6	
D	Employee Type	1	A	1-1	H = Hourly S = Salary
D	Name	28	A	2-29	
D	Check Number	6	D	30-35	
D	Check Date	6	D	36-41	MM/DD/YY
D	Pay Period Date	6	D	42-47	MM/DD/YY
D	Gross Pay	8	D	48-55	$XX,XXX.XX-
D	Taxable Gross	8	D	56-63	$XX,XXX.XX-
D	Regular Pay/Salary	8	D	64-71	$XXMXXX,XX-
D	Regular Hours	6	D	72-77	XXX.XX- (HRS)
D	Overtime Pay	7	D	78-84	$X,XXX.XX-
D	Overtime Hours	6	D	85-90	XXX.XX- (HRS)
D	Vacation Pay	7	D	91-97	$X,XXX.XX-
D	Vacation Hours	6	D	98-103	XXX.XX- (HRS)
D	Holiday Pay	7	D	104-110	$X,XXX.XX-
D	Sick Pay	7	D	111-117	$X,XXX.XX-
D	Special Pay	7	D	124-130	$X,XXX.XX-

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

MANT1A
(Manual P/R Trans. File - Pt. 1.2)
FDPR13
Page 1 of 1

File Type: ISAM
Key Size (bytes): 6 Data Record Size: 130 Temporary File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
D	Other Deduction/Earning #1, Code	1	A	1-1	
D	Amount	7	D	2-8	$X,XXX.XX-
D	Type	1	A	9-9	*
D	Other Ded/Earning #2 Code	1	A	10-10	
D	Amount	7	D	11-17	$X,XXX.XX-
D	Type	1	A	18-18	*
D	FICA	6	D	19-24	$XXX.XX-
D	FWT	7	D	25-31	$X,XXX.XX-
D	SWT	7	D	32-38	$X,XXX.XX-
D	OST	6	D	39-44	
D	CWT	6	D	45-50	$XXX.XX-
D	Savings Bond Deduction	6	D	51-56	$XXX.XX-
D	Savings Account Deduction	6	D	57-62	$XXX.XX-
D	Loan Deduction	6	D	63-68	$XXX.XX-
D	Garnish Deduction	6	D	69-74	$XXX.XX-
D	Deduction/Earning Amounts 1-6	6x6	D	75-110	$XXX.XX-
D	Deduction/Earning Codes 1-6	6x1	A	111-116	
D	Deduction/Earning Types 1-6	6x1	A	117-122	
D	Number Weeks Worked	5	D	123-127	XX.XX-
D	Net Pay	8	D	128-135	$XX,XXX.XX-

* D = Deduction E = Earning N = Non-Taxable Earning

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

MANTR2
(Manual P/R Trans. File - Pt. 2.1)
FDPR14
Page 1 of 1

File Type: ISAM
Key Size (bytes): 6 Data Record Size: 216 Temporary File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Employee Number	4	D	1-4	
K	Sequence Number	2	D	5-6	
D	Regular Distribution Hours/%	12x6	D	1-72	*
D	Regular Distribution Accounts Numbers	12x7	D	73-156	XXXX-XXX
D	Regular Distribution Rates	12x5	D	157-216	$XX.XXX

* For Salary Employee = XXX.XX- %
For Hourly Employee = XXX.XX- HRS

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

MANT2A
(Manual P/R Trans. File - Pt. 2.2)
FDPR14

File Type: ISAM
Key Size (bytes): 6 Data Record Size: 108 Temporary File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
D	Overtime Distribution Hours	6x6	D	1-36	XXX.XX- HRS
D	Overtime Distribution Account Numbers	6x7	D	37-78	XXXX-XXX
D	Overtime Distribution Rates	6x5	D	79-108	$XX.XXX

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

PAYDIS
(Payroll Distribution File)
FDPR12

File Type: ISAM
Key Size (bytes): 14 Data Record Size: 18 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Type Record	1	D	1-1	(See Below)
K	Account Number	7	D	2-8	XXXX-XXX
K	Pay Period Ending Date	6	D	9-14	YYMMDD
D	Debit Amount	9	D	1-9	$X,XXX,XXX.XX
D	Credit Amount	9	D	10-18	$X,XXX,XXX.XX

RECORD TYPES:

0 = Regular Pay
1 = Overtime Pay
2 = Vacation Pay
3 = Holiday Pay
4 = Sick Pay
5 = Special Pay
6 = Other Pay and Earnings
7 = Taxes
8 = Deductions
9 = Net Pay

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

PAYHIS
(Payroll History File)
FDPR9
Page 1 of 1

File Type: ISAM
Key Size (bytes): 17 Data Record Size: 68 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
K	Employee Number	4	D	1-4	
K	Check Date	6	D	5-10	YYMMDD
K	Check Number	6	D	11-16	
K	Transaction Type	1	A	17-17	0 = Calculated Tax 1-9 = Manual Tax
D	Gross	9	D	1-9	$XXX,XXX.XX-
D	Taxable Gross	9	D	10-18	$XXX,XXX.XX-
D	FICA	7	D	19-25	$X,XXX.XX-
D	Federal Withholding Tax	8	D	26-33	$XX,XXX.XX-
D	State Withholding Tax	8	D	34-41	$XX,XXX.XX-
D	Oher State Withholding Tax	7	D	42-48	$X,XXX.XX-
D	City Withholding Tax	7	D	49-55	$X,XXX.XX-
D	Deductions (Total Voluntary)	8	D	56-63	$XX,XXX.XX-
D	Number Weeks Worked	5	D	64-68	XX.XX-

FILE DEFINITION

PAYROLL

D-BASIC
Release: 111
Date: 12/11/79

CONTRL
(Payroll Control File)
FDPR1

File Type: RANDOM
Data Record Size: 35 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
1	Pay Period Ending date	6	D	1-6	
1	Pay Frequencies	6	A	7-12	
1	Filler	23		13-35	
2	Deduction Frequencies - Regular	6	A	1-6	See Note 1
2	Deduction Frequencies - 1st Vacation	6	A	7-12	See Note 1
2	Deduction Frequencies - 2nd Vacation	6	A	13-18	See Note 1
2	Deduction Frequencies - 3rd Vacation	6	A	19-24	See Note 1
2	Deduction Frequencies - 4th Vacation	6	A	25-30	See Note 1
2	Filler	5	A	31-35	
3	Employer Name	25	A	1-25	
3	Filler	11		26-35	
4	Employer Address 1	25	A	1-25	
4	Filler	11		26-35	
5	Employer Address 2	25	A	1-25	
5	Filler	11		26-35	
6	Employer Address 3	25	A	1-25	
6	Filler	11		26-35	
7	Federal ID Number	11	A	1-11	
7	State ID Number	11	A	12-22	
7	City ID Number	11	A	13-33	
7	Filler	2		34-35	

NOTE 1:

D = Daily, W = Weekly, B = Bi-Weekly, S = Semi-Monthly, M = Monthly
Q = Quarterly. Any or all may be entered.

FILE DEFINITION

PAYROLL

D-BASIC
Release: 111
Date: 12/11/79

CONTRL
(Payroll Control File)
FDPR1

File Type: RANDOM
Data Record Size: 35 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
8	Employer FICA Percent	4	D	1-4	XX.XX
8	Employee FICA Percent	4	D	5-8	XX.XX
8	FICA Maximum	6	D	9-14	X,XXX.XX
8	Filler	4		15-18	
8	Sick Pay Exemption Flag	1	A	19-19	
8	Distribution Code	1	A	20-20	See Note 2
8	Filler	15		21-35	
9	Federal Unemployment Percent	4	D	1-4	XX.XX
9	Federal Unemployment Maximum	5	D	5-9	XXX.XX
9	State Unemployment Percent	4	D	10-13	XX.XX
9	State Unemployment Maximum	5	D	14-18	XXX.XX
9	State Disability Percent	4	D	19-22	XX.XX
9	State Disability Maximum	5	D	23-27	XXX.XX
9	Filler	8		28-35	
10	Vacation Account Number	7	D	1-7	XXXX-XXX
10	Holiday Account Number	7	D	8-14	XXXX-XXX
10	Sick Pay Account Number	7	D	15-21	XXXX-XXX
10	Special Pay Account Number	7	D	22-28	XXXX-XXX
10	Filler	7		29-35	

FILE DEFINITION

PAYROLL

D-BASIC
Release: 111
Date: 12/11/79

CONTRL
(Payroll Control File)
FDPR1

File Type: RANDOM
Data Record Size: 35 Permanent File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
11	FICA Account Number	7	D	1-7	XXXX-XXX
11	FWT Account Number	7	D	8-14	XXXX-XXX
11	SWT Account Number	7	D	15-21	XXXX-XXX
11	OST Account Number	7	D	22-28	XXXX-XXX
11	CWT Account Number	7		29-35	XXXX-XXX
12	Savings Bond Account Number	7	D	1-7	XXXX-XXX
12	Savings Account Account Number	7	D	8-14	XXXX-XXX
12	Loan Account Account Number	7	D	15-21	XXXX-XXX
12	Filler	7		29-35	

NOTE 2:

N = No Distribution, S = Selective Distribution, A = Always Distribute

FILE DEFINITION

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

MESAGE
(Passing File for Check Printing)
FDPR8
Page 1 of 1

File Type: RANDOM
Data Record Size: 36 Temporary File

Key of Data	Field Description	Size (Bytes)	Type	Record Position	Format
D	Starting Check Number	6	D	1-6	
D	Blank	1		7-7	Null
D	Check Date	6	D	8-13	MM/DD/YY
D	Blank	1		14-14	Null
D	Starting Employee Number	10	D	15-24	
D	Blank			25-25	Null
D	Ending Employee Number	10	D	26-35	
D	Blank			36-36	Null